

The contents of this Handbook are intended to provide employees with an overview of personnel and employment policies of. This Handbook should not be construed as a promise or contract of employment, either expressed or implied. The nature of employment relationships is considered voluntary employment “at will”.

While all statements in this Handbook are subject to change by St. Vincent’s Health Services without notice, an effort will be made to advise employees of such changes. Please feel free to ask Human Resources or your department manager about any policies, procedures or benefit program offered by St. Vincent’s Health Services. You can also access the full Human Resources policy manual on “The Source,” St. Vincent’s Health Services intranet site.

WELCOME TO ST. VINCENT'S

We are pleased to have this opportunity to welcome you to St. Vincent's Health Services. Since the founding of the Hospital in 1903, the Daughters of Charity of St. Vincent de Paul have conducted this health care institution for the benefit of those requiring care in the Greater Bridgeport community and beyond.

St. Vincent's Health Services continues the healing Mission of Christ by caring for the sick consistent with our CORE VALUES of Service of the Poor, Reverence, Integrity, Wisdom, Creativity and Dedication. This is just as important today as when St. Vincent's first opened its doors. This sense of Mission must permeate our entire staff. Each and every employee is expected to participate in this Mission by offering quality service that requires ministering to the physical, emotional and spiritual needs of patients/clients, staff and families and includes in a special way outreach to the vulnerable and medically underserved. Your level of involvement in St. Vincent's Health Services Mission is given serious consideration in the review of your work performance.

We are proud of our past and present staff whose contributions to health care have enriched the Greater Bridgeport community. I personally extend a warm welcome to you as you join the staff of St. Vincent's Health Services.

Sincerely,

Susan L. Davis, R.N., Ed.D.
President/CEO
St. Vincent's Health Services

James Mc Creath, PHD
President/CEO
Hall-Brooke Behavioral Health Services

Raymond Baldwin
President/CEO
St. Vincent's Special Needs Services

June 2010

STATEMENT OF PHILOSOPHY

ST. VINCENT'S HEALTH SERVICES

ST. VINCENT'S HEALTH SERVICES is a regional Catholic Health Care System located in the Greater Bridgeport area. It is co-sponsored by the Daughters of Charity of St. Vincent de Paul and the Sisters of St. Joseph of Nazareth, Michigan and is a member of the Ascension Health System. As such, the health care system is an integral part of the work of the Roman Catholic Church. Its Judeo-Christian history, tradition and values guide its broad activities while adhering to the "Ethical and Religious Directives for Catholic Health Care Services". St. Vincent's Health Services respects other faith traditions.

ST. VINCENT'S HEALTH SERVICES commitment to St. Vincent de Paul and St. Louise de Marillac impels it to extend Christ's Mission of healing by witnessing to the Gospel message of praying and caring for the whole person in a spirit of justice and charity. Within our fiscal resources, we will reach out to those in need regardless of their financial circumstances and will provide services to meet needs identified within the community.

WE BELIEVE that the Board of Directors of St. Vincent's Health Services is responsible for the formulation of overall policies that support the commitment and uphold the values, principles, and policies adopted by Ascension Health. The Board of Directors is responsible for ensuring the Board assesses planning priorities in the light of the Mission Statement of St. Vincent's Health Services, maintains procedures to validate the competence of persons directing or rendering services, and provides for the evaluation of services given.

WE BELIEVE that Management at all levels of the health care system should strive to create a climate wherein Christian community can flourish and give witness to the values established by the Daughters of Charity, St. Vincent's Health Services founding sponsor, which are humility, simplicity, charity and service of the poor. As a member of Ascension Health, management emphasizes the same core values of service of the poor, reverence, integrity, wisdom, creativity and dedication. The management process at all levels call individuals to co-responsibility, accountability, subsidiary and collaboration, resulting in continuous quality improvement.

WE BELIEVE that each person is created by God, a unity of body and soul, possessing intellect and free will with responsibility for his/her actions. Each person has the right to choose and participate in those health care, education and research activities, which enhance his/her dignity and worth. We hold that each person has mental, moral, physical, and social and spiritual rights and responsibilities. We believe that the family is the basic unit of society and that in assisting persons, we must offer service and support to them within the context of their family.

WE BELIEVE that each person is unique and has a right to expect care and service designed to meet his/her needs according to age and potential from a compassionate and competent staff.

WE AFFIRM that within all our services we advocate for, protect and defend the rights and dignity of every person from the moment of conception until death. We will not participate in assisted suicide or in passive or active euthanasia. Recognizing the needs of the individual as a member of a family and a community, we seek to provide for the preservation of life, the prevention of illness, the restoration of maximum potential and support through the process of dying.

WE BELIEVE that St. Vincent's Health Services staff must be afforded adequate facilities, services and assistance for the provision of services within the framework of cost effectiveness, Federal, State and Local Legislation, and appropriate accrediting bodies in accord with its visions of the human person as expressed in this Statement of Philosophy.

WE AFFIRM that throughout St. Vincent's Health Services System, we will emphasize the offering of spiritual care and support to persons served, their families and the staff.

WE AFFIRM the commitment within St. Vincent's Health Services to maintain policies and procedures consistent with the Ethical and Religious Directives for Catholic Health Care Services. For this purpose, we will assist Physicians and Staff by providing clearly identified goals, educational programming and evaluation procedures. We believe high standards of performance are a requirement of justice and we support measures that require and reward compassion and competence.

WE BELIEVE that the principles of justice should permeate our organizational structures, operational policies, procedures, programs and relationships. We are also committed to establish appropriate relationships consistent with our moral and ethical values, with community, civic, professional and religious organizations, regulatory agencies and other appropriate facilities in the area.

WE BELIEVE education to be a life long process which supports and encourages ongoing development of the individual and enhances the quality of services. We are committed to appropriate education for Board, Management, The Staff, and Students directed toward personal and professional growth. We likewise will provide educational programs for those served and for the broader community with an emphasis on wellness and prevention.

WE ARE COMMITTED to continuing efforts to maintain or improve the health and education of persons in our community who use our services. We will assure, within our fiscal and human resource limitation, that the poor have access to needed services. We will strive to increase our corporate creativity and effectiveness through planning, education, research, development and an ongoing program of evaluation.

MISSION STATEMENT

St. Vincent's Health Services is a local Catholic health ministry, co-sponsored by the Daughters of Charity of St. Vincent de Paul and the Sisters of St. Joseph of Nazareth, Michigan and a member of Ascension Health. Its Mission is rooted in the healing and loving ministry of Jesus Christ and founded on the historic commitment of the Daughters of Charity to care for the sick and the poor. Our health ministry is spiritually centered and committed to quality, cost-effective healthcare that improves the health of the community.

St. Vincent's affirms the sanctity and dignity of human life and is dedicated to:

- committing its outreach to the vulnerable and medically underserved
- provided a caring and competent staff to insure quality patient/client care
- stewarding of healthcare resources
- creating an environment that affirms our employees and physicians

St. Vincent's Health Services is called to serve its communities by integrating into our daily work these Core Values: ***Service to the Poor, Reverence, Integrity, Wisdom, Creativity and Dedication.***

MORAL AND ETHICAL POLICY

Certain of the principles of our institution involve professional and moral ethics. It is imperative that every employee treats with great confidence all information concerning patients, their medical condition and other pertinent facts, which are learned while working at St. Vincent's Health Services. No one has any right to this information except persons directly involved with the care of the patient within St. Vincent's Health Services. It is a serious breach of professional ethics to disclose this information to persons who are not involved in the care of the patient and who have no reason to know this information. Likewise, information regarding St. Vincent's Health Services should be kept in strictest confidence.

Other professional and moral ethics of St. Vincent's Health Services arise from the religious beliefs and convictions of the Daughters of Charity of St. Vincent de Paul and Sisters of St. Joseph of Nazareth, Michigan which have been given corporate and institutional expression in the operation of St. Vincent's Health Services by appropriate resolution or policies and practices of St. Vincent's Health Services in delivering health care and educational services reflect the moral and ethical philosophy which regards all persons as sanctified and in that individuals of worth, entitled to reverence, and inherently vested with a right to life. This inherent right to life exists at every state of being from the moment of conception to natural death, and this same inherent right to life compels recognition that no person has the right to injure or to terminate human life or to attempt to duplicate it by artificial means. Accordingly, this philosophy prevents St. Vincent's Health Services from treating patients or advising patients to be treated in any way which has for its sole, primary purpose, the termination of a pregnancy at any stage (abortion); or which has for its sole, primary purpose temporary or permanent sterilization (mechanical, chemical or surgical "birth control"); or which has for its sole, primary purpose attempts to create pregnancy by artificial means (intro fertilization, artificial insemination).

CONFIDENTIALITY OF INFORMATION

Confidential information is valuable and sensitive and protected by law and St. Vincent's Health Services Policy. The intent of the Law and St. Vincent's Health Services Policy is to assure that confidential information remains confidential. Confidential information includes patient/client, employee financial and other information relating to St. Vincent's Health Services, whether spoken, written or electronic. As an employee you may learn of or have access to some or all of this confidential information through a computer system or through your employment activities.

All employees are expected to maintain the confidentiality of this information at all times and to abide by the confidentiality and privacy policies of St. Vincent's Health Services. Failure to do so can result in disciplinary action up to and including termination. Likewise, all employees are obligated to report suspected breaches in confidentiality immediately to St. Vincent's Health Services Privacy or Security Officers.

GENERAL EMPLOYMENT INFORMATION

Equal Opportunity Employment

St. Vincent's Health Services is an Equal Opportunity Employer. With respect thereto, it is the policy of St. Vincent's Health Services to consider all applicants for employment and to treat all employees without discrimination because of race, color, religion, age, sex, marital status, sexual orientation, national origin,

ancestry, physical disability, present or past history of mental disorder, and mental retardation.

This policy applies to all areas of employer-employee relations including but not limited to the following; recruitment, employment, promotion, demotion, transfers, layoff, termination, rates of pay, training, grievances, working conditions and all St. Vincent's Health Services sponsored social and recreational programs.

Sexual Harassment

St. Vincent's Health Services concurs with the purpose and intent of the provisions of Connecticut Public Act. No. 80-285. "An Act Concerning Harassment As An Unfair Employment Practice". Therefore, St. Vincent's Health Services, through responsible management, will endeavor to prevent sexual harassment from occurring in our work place. Submission to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature is not a condition of employment at St. Vincent's Health Services. Neither submission to nor rejection of such conduct will be used as a basis for any type of employment decisions. Such conduct can unreasonably interfere with work performance and create an intimidating, hostile and offensive working environment. It will not be tolerated.

Substance Abuse

It is the intent of St. Vincent's Health Services to provide a safe and healthy working environment for all employees. In this regard, it expects all employees to perform at an acceptable level, unimpaired by drug or alcohol use. Use of drugs and alcohol can endanger the safety of patients/clients and employees, cause quality of care deficiencies and negatively impact absenteeism and productivity as well as increase other business expenses. Therefore drug and alcohol abuse by employees is unacceptable.

St. Vincent's Health Services comprehensive Substance Abuse program for all its employees includes drug testing of all final candidates prior to hire and of current employees when there is reasonable suspicion that the employee may be under the influence of a drug or alcohol that could affect performance. Any employee who refuses to cooperate with fitness for duty evaluations when so directed by management will be subject to disciplinary actions up to and including immediate discharge.

***ADDENDUM TO SPECIAL NEEDS**

In order to comply with State of Connecticut mandates, all direct care employees who hold a CDL and/or a STV endorsement may be randomly selected to submit to a drug and/or alcohol screen on an annual basis. The specific timing of the drug and/or alcohol screen is at the sole discretion of Special Needs. If the employee refuses to submit to a drug and/or alcohol screen, the employee will be subject to appropriate corrective action, up to and including termination of employment.

Probationary Status

The first 90 days of employment at St. Vincent's Health Services is a probationary period. If after this period the employee's level of interest, ability, and performance is satisfactory, he or she becomes a regular employee of St. Vincent's Health Services.

If, at any time during the (90) day period, the employee is found to be unsatisfactory, employment may be terminated immediately.

EMPLOYMENT CLASSIFICATIONS

Regular Employee

A regular employee is one who works a defined number of hours per week and is expected to remain with St. Vincent's Health Services for at least 90 days. Benefits are based on scheduled hours.

Per Diem (Reserve Employee)

A per diem (reserve employee) is not scheduled to work any definite number of hours per week, but is called in to work as needed.

Temporary Employee

A temporary employee can be full-time or part-time but is not expected to remain with St. Vincent's Health Services longer than 90 days. At the end of this period the employee must be terminated or transferred to regular status.

Identification

All new employees will receive an identification badge with their name, title, department and photograph. This badge must be worn at all times when on duty

so that patients/clients and other staff members may identify them. The badge will also serve as identification to gain admittance into St. Vincent's Health Services in the event of an emergency.

Recording Hours Worked

The employee identification badge is also used for recording hours worked. Employees will record their hours worked by swiping their identification badge in and out at the time clock when they begin and end work. This will ensure accuracy when computing their pay.

Employees should not swipe in any sooner than seven minutes before the start of their scheduled shift or swipe out any later than seven minutes after the completion of their scheduled shift unless overtime has been authorized by a Department Supervisor.

A half hour allowance for lunchtime will be deducted from the time cards of all employees who work five hours or more on the first and second shifts.

Working Hours

St. Vincent's Health Services observes a standard 40-hour workweek for non-exempt employees. St. Vincent's Health Services workweek begins on the first shift on Sunday and ends on the third shift on Saturday.

*ADDENDUM TO SPECIAL NEEDS

35 hours standard for School and Adult Day Program. 37.5 hours for Office Staff.

Work Schedule

Because care of the sick can never stop, St. Vincent's Health Services functions 24 hours a day, seven days a week. An employee must be responsive to the needs of the patient/staff. Department Supervisors will try to arrange a work schedule, which is mutually satisfactory. However, management reserves the right to change work schedules with a proper explanation to the employee.

Attendance and Tardiness

St. Vincent's Health Services expects that all employees be at their work area and ready to work at the start of their shift. An employee who reports to work five (5) or more minutes past the start of their shift is considered to be late. In the event an employee is unable to report to work as scheduled, they are required to notify their department in accordance with departmental procedures.

St. Vincent's Health Services recognizes that there are times when an employee must be absent from work due to illness, injury or other uncontrollable situation. However, excessive absenteeism, including tardiness adversely affects the efficient and effectiveness of departmental operations. In order to control and correct excessive absenteeism St. Vincent's Health Services has established standards to optimize productivity and ensure consistent application of the policy.

Personal Business

The conducting of personal affairs such as attending religious services, banking, medical, dental, legal appointments or other personal matters is the private responsibility of the employee and not permitted on duty time.

In the event it is impossible for employees to schedule such activities during off duty hours, employees may request PTO consistent with the PTO policy or request permission from their Department Supervisor to take time off without pay. Employees must clock out before leaving to take care of their personal business and clock back in when returning to work. This policy statement applies to coffee and lunch periods taken off St. Vincent's Health Services property.

Payroll Deductions

Social Security, State and Federal Withholding taxes are deducted according to law and vary according to the employee's earnings and number of dependents claimed. Other deductions are made only on the employee's authorization, except for those required by law, i.e.garnishment, child support. All deductions are recorded on the check stub.

Pay Day

Paychecks will be distributed every other Thursday by a department representative. If Thursday is an authorized holiday, checks will be distributed on Wednesday.

If employees have any questions regarding their paychecks they should discuss this with their Department Directors who will help clarify the matter.

WAGE AND SALARY PROGRAM

St. Vincent's Health Services makes every effort to pay wages and salaries that are consistent with job responsibilities and individual job performance. Various survey comparisons are made with hospitals and other businesses in our job

market so that external competition is considered in the establishment of St. Vincent's Health Services pay ranges.

The Wage and Salary program is governed by St. Vincent's Health Services ability to pay, based on the current performance and financial status of the organization and the current and anticipated economic environment.

Pay Increases

Employees will have their performance evaluated annually on their anniversary date and may be eligible to receive a merit increase based on their performance.

Non-supervisory employees who are transferred to other positions requiring different skills and responsibilities will receive a new evaluation date based on the date of transfer. Performance evaluations will be conducted within 90 days of the transfer and again on the anniversary date of the transfer. Employees will be evaluated annually thereafter on their anniversary date of transfer.

Range Maximum Performance Bonus

As a special recognition for contributions made by more experienced employees, and realizing that employees at the maximum of their pay classes are not eligible for all or part of the annual merit increase, St. Vincent's Health Services provides a range maximum performance bonus.

All full and part-time employees who attain the maximum of the pay range will be eligible for consideration for the annual range maximum bonus. As with the annual review date increase, this bonus is granted contingent upon satisfactory performance and dependability. The bonus will be paid in a lump sum and made effective at the time of the employee's annual review date.

The bonus amounts are prorated for eligible part-time employees based on hours worked during the preceding 12-month period.

Overtime

All overtime must be authorized in advance by a Department Supervisor. All non-exempt employees who are authorized to work overtime will be compensated at one and one half times their weighted average rate of pay for all hours worked in excess of 40 in a designated work week.

In addition, non-exempt employees who are requested by their Department Supervisor to work a double shift (which consists of 16 or more continuous hours) within a 24 hour period due to an emergency will be compensated at one and one

half times their weighted average rate of pay for the time worked in excess of their originally scheduled shifts of 8, 10 or 12 hours.

Shift Premiums

Shift premiums will be paid to all non-exempt and exempt non-supervisory employees who work on either the second or third shift in accordance with the following rate schedule

<u>Shift</u>	<u>Rate</u>
2 nd shift	10% of employee base rate to a maximum of \$3
3 rd shift	15% of employee base rate to a maximum of \$5

All full-time and part-time employees who work the permanent evening or night shift will have their appropriate shift differential incorporated into their hourly rate for purposes of paying PTO.

*ADDENDUM TO SPECIAL NEEDS:

Employees working a sleep shift are not entitled to Shift Differential or Weekend Differential. Should employee be required to wake up from a sleep shift they will receive a shift differential for hours awake.

Weekend Premiums

Weekend premiums will be paid to all non-exempt and exempt non-supervisory employees who perform work on any of the weekend shifts at a rate of 8% of the employee's base hourly rate to a maximum of \$3.

*ADDENDUM TO SPECIAL NEEDS:

Employees working a sleep shift are not entitled to Shift Differential or Weekend Differential. Should employee be required to wake up from a sleep shift they will receive a shift differential for hours awake.

EMPLOYEE RELATIONS POLICY

St. Vincent's Health Services values the individual dignity and rights of employees. St. Vincent's Health Services recognizes and respects the right and freedom of employees to organize or refrain from organizing for the purpose of collective bargaining for their working conditions.

St. Vincent's Health Services is also aware of its responsibility for maintaining a just relationship between the interests of St. Vincent's Health Services employees and patients/clients and of the common responsibility to patient/client care that is

shared by each and every member of St. Vincent's Health Services. It recognizes that its relationship with employees cannot be governed solely by the guidelines developed in purely economic settings, but that the presence of a just, direct and cooperative relationship between St. Vincent's Health Services and employees is essential to ensure a working environment consistent with St. Vincent's Health Services Core Values.

In view of our commitment to the above principles and our common mission for providing the best possible patient care, St. Vincent's Health Services feels that labor unions could impede our mission and are unnecessary in St. Vincent's Health Services because:

- St. Vincent's Health Services has maintained equitable pay, health and welfare benefits and working conditions, free from the outside influence of third party bargaining agents.
- Strikes, boycotts, jurisdictional disputes, slowdowns, and other restrictions on normal activities will have an adverse effect on the availability, continuity and cost of patient/client care.
- Employees may be required to pay expensive initiation fees, monthly dues, special assessments, and fines.
- St. Vincent's Health Services freedom to recognize individual abilities and needs and the close working relationships between St. Vincent's Health Services and its employees will be impaired.

Therefore, St. Vincent's Health Services believes that the interests of its employees, patients/clients, and the community are best served by our continued voluntary observance of fair policies and by employees continuing to discuss with us directly rather than through a labor union, any suggestions or complaints they may have.

Communication

St. Vincent's Health Services uses a variety of means to keep personnel informed of policies, activities and developments at St. Vincent's. These include letters, memos, special notices, an Annual Report, in addition to regularly published newsletters. St. Vincent's Health Services intranet site, The Source, is also a great source for information. These are designed as a supplement to departmental meetings, which are conducted monthly.

GRIEVANCE PROCEDURE FOR NON-MANAGEMENT PERSONNEL

Grievance Policy

In our organization, as in any large organization, it is understandable that misunderstandings and grievances may arise from time to time. Realizing that good employee relations are necessary to ensure that mutual understanding and trust is maintained between St. Vincent's Health Services Management and Employees, it is St. Vincent's Health Services policy that any misunderstandings or grievances be resolved fairly and as quickly as possible for both the good of the Employee and St. Vincent's Health Services. A grievance is defined as a violation of St. Vincent's Health Services policy resulting in an action taken against the employee that the employee believes to be unjust.

Grievance Procedure

Prior to submitting a formal grievance, the employee must first meet with his or her supervisor to discuss the complaint or potential grievance. Should an employee believe, at the conclusion of the supervisory review, that he or she has been aggrieved; the employee must consult with the Manager Employee & Labor Relations, Human Resources prior to submitting a formal grievance on the prescribed St. Vincent's Health Services form in accordance with the following procedure:

Step One

If a problem is not resolved to the employee's satisfaction, the employee may personally present a formal grievance to his or her Department Director. The grievance must be reduced to writing on the Grievance Form with a clear explanation of why the employee feels he or she was aggrieved. The Department Director will meet with the employee, thoroughly review the grievance and provide a written reply to the employee. An explanation of the reasons for the decision will be included in the written reply.

Step Two

If dissatisfied with the reply given by the Department Director, the employee may submit the grievance to his or her respective Vice President. The Vice President will meet with the employee, thoroughly review the grievance and provide a written reply to the employee. An explanation of the reasons for the decision will be included in the written reply.

Step Three

If dissatisfied with the reply given by the employee's Vice President, the employee may submit the grievance to the Appeals Committee which is a

committee appointed and convened by the President/Chief Executive Officer. The Appeals Committee will consist of the President and four other voting members appointed by the President. Two of the appointed members will be from management. The other two appointed members will be non-managerial employees. Any member of management with reporting responsibility for the grievant will not be permitted to serve on the Appeals Committee.

The employee may also ask any non-managerial employee of St. Vincent's Health Services to assume the role of the employee advocate by assisting them in making the presentation at the step 3 hearing.

The President will approve a written reply to the employee setting forth the decision of the Appeals Committee.

The decision of the Appeals Committee is final and binding.

Human Resources Department Responsibility

The Manager Employee & Labor Relations is responsible for monitoring the grievance process and for providing the employee with any assistance through each step of the grievance procedure. This may include reviewing existing policies, gathering information, preparation and typing of the grievance, arranging for witnesses to appear on the employee's behalf, and processing the grievance to the next higher step. Prior to initiating a grievance, an employee must meet with the Manager Employee & Labor Relations.

Time Frames for Reviewing Grievances

To ensure that prompt consideration is given to grievances, Management is responsible for both reviewing the grievance and providing a written reply to the employee within five working days from time the grievance is received, excluding weekends and holidays. This time frame will apply to each level of the grievance procedure, including the supervisory review. The time frame for grievances submitted to the Appeals Committee (step 3), will be extended to ten working days. Employees on Probation are not eligible to exercise rights under this grievance policy.

Employee Responsibility

Realizing that the employee has a certain responsibility for the prompt review of his or her grievance, it is the employee's responsibility to submit his or her grievance within ten working days, excluding weekends and holidays, from the date of the action the employee believes was unjust. It is also the employee's responsibility to indicate his or her desire to have the grievance reviewed at the next step of the grievance procedure within five working days of a denial at a prior step.

RULES AND REGULATIONS FOR SAFETY AND GENERAL CONDUCT

It is understood that in any group working together there must be certain rules and standards of conduct in order to provide for the orderly and efficient operation of St. Vincent's Health Services.

St. Vincent's Health Services has "zero tolerance" for Disruptive Behavior. i.e. Throwing objects at another person with intent to harm, physical altercations, discriminatory or inflammatory comments with respect to race, religion, etc. will not be tolerated. Disruptive behavior will be subject to discipline up to and including termination.

The following acts are very serious in nature. Therefore, these acts, or acts of a similarly serious nature, are subject to immediate discharge.

1. Any willful act or conduct detrimental to patient/client care or St. Vincent's Health Services operations.
2. Violation of the provisions of the Philosophy Statement or the Moral and Ethical Policy of St. Vincent's Health Services.
3. Theft or removal from the premises without proper authorization of any property of St. Vincent's Health Services, or property of other employees, patients or visitors.
4. Fighting, attempting or threatening bodily injury to another employee or patient/client.
5. Use of threatening or abusive language to supervisors, fellow employees, patients/clients or visitors.
6. Punching the time clock for another employee, or having the time clock punched by another employee.
7. Falsification made on the employment application, pre-employment health assessment, or falsification of work or time records - Punching in by using employee number either for self or for others as opposed to swiping in with badge. (Unless an alternate means of punching in has been authorized by manager).
8. Illegal games of chance on St. Vincent's Health Services property.
9. Unauthorized possession of firearms, fireworks or explosives on St. Vincent's Health Services property.

10. Immoral conduct or indecency.
 11. Willfully misusing, destroying or negligently causing serious damage, to St. Vincent's Health Services property.
 12. Insubordination, refusal or intentional failure to perform work assigned.
 13. Deliberately sleeping while on duty.
 14. Unauthorized possession, alteration, copying, use or reading of St. Vincent's Health Services records, or disclosures or alteration of information contained in such records to unauthorized persons.
 15. Absence from duty without prior notice and permission of the Department Supervisor for a period of three consecutive days; absence from duty without proper cause.
 16. Entering St. Vincent's Health Services under the influence of alcohol or drugs; possessing or consuming an alcoholic beverage during working time or at times proximate to working time or on St. Vincent's Health Services property at any time; possessing or using drugs illegally; refusal to cooperate with fitness for duty evaluation when so directed by management.
 17. Knowingly making false or malicious statements concerning St. Vincent's Health Services, its services or any of its employees, which would have an adverse effect on either internal or external relations of St. Vincent's Health Services.
- Consistent with Administrative Policy #100-36 Special Function Requests, the President/Chief Executive Officer may authorize the serving of alcoholic beverages at special St. Vincent's Health Services functions.

Causes for Progressive Discipline

The following acts, or acts of a similarly serious nature, are subject to progressive discipline (verbal warning; written warning; suspension; discharge).

1. Excessive absenteeism or tardiness.
2. Failure to swipe in or out at the time clock.
3. Leaving assigned work area without the permission of the Department Supervisor.
4. Violation of the "Strive for Five" customer service excellence behaviors

5. Posting, tampering with or removing information from St. Vincent's Health Services boards without authorization.
6. Washing up, changing clothes, or leaving place of work prior to quitting time without permission of the Department Supervisor.
7. Violation of St. Vincent's Health Services Solicitation Policy.
8. No Smoking Permitted on St. Vincent's Health Services property. (Hall-Brooke – Westport Campus – see Policy #275).
9. Creating or contributing to unsafe working conditions, or violation of St. Vincent's Health Services safety rules.
10. Failure to notify St. Vincent's Health Services in the event of an absence.
11. Intentional violation of St. Vincent's Health Services Dress Code.
12. Engaging in any horseplay that could lead to bodily injury to anyone.
13. Parking a car in such a manner as to obstruct a St. Vincent's Health Services roadway, or driving carelessly on St. Vincent's Health Services property; violating St. Vincent's Health Services parking policies.
14. Assisting a non-employee to enter a non-public area of St. Vincent's Health Services without authorization.

TRANSFER AND PROMOTIONS

In order to provide employees with opportunities for job change or career advancement, job openings within St. Vincent's Health Services are posted on the Human Resources Bulletin Board located outside of the Cafeteria, and on The Source (St. Vincent's Health Services intranet site). For Special Needs – posted in cafeteria and at each external site.

Employees must have completed six months of service in their present position to be eligible for transfer. They must also have a performance score equivalent to meeting standards or above, not have any current disciplinary actions in their file and meet all the qualifications of the position to which they're applying. Transfer forms are available in the Human Resources Department or on The Source.

GENERAL FRINGE BENEFITS

Educational Assistance Plan

In order to encourage and contribute to the development and advancement of our employees, St. Vincent's Health Services offers tuition reimbursement for course credit at accredited colleges and universities to defray the expense of college tuition. For more information please review the Educational Assistance Plan Policy on The Source or contact Human Resources.

- Eligible full-time employees may receive up to \$4,000 per calendar year.
- Eligible part-time employees may receive up to \$3,000 per calendar year.
- Employees attending St. Vincent's College are eligible for reimbursement up to 18 credits per year for full-time employees, 12 credits per year for part-time employees with 20-31 scheduled hours, and 9 credits per year for part-time employees with less than 20 scheduled hours.
- Employees may use a portion of the allotted tuition reimbursement funds (\$4,000 or \$3,000 based on hours) to cover book expenses. However, please note there will be no additional amount allotted for books. The employee must submit a receipt in order to be reimbursed for books.

Holidays

St. Vincent's Health Services provides the following 7 paid holidays each calendar year:

Designated Holidays

1. New Year's Day
2. Easter Sunday
3. Memorial Day
4. Fourth of July
5. Labor Day
6. Thanksgiving
7. Christmas

Holiday Pay/PTO

Employees who are required to work an authorized designated holiday will be compensated at time and one half their regular rate of pay for hours worked in a designated holiday shift.

Full-time employees scheduled off on the holiday will be compensated with PTO at their base hourly rate for the holiday benefit. Part-time employees holiday benefit will be pro-rated, based on the employee's scheduled hours.

***Special Needs grandfathered employees see Policy #420 for details**

Employees must work their last regularly scheduled workday before the holiday and their first regularly scheduled workday after the holiday in order to be eligible for holiday benefits unless excused by St. Vincent's Health Services.

Paid Time Off (PTO) Policy

The purpose of the Paid Time Off (PTO) Program is to combine vacation, personal, holiday, and sick time into a flexible benefit. The PTO Program is divided into two banks: the PTO Bank and the EIB (Extended Illness Bank). These banks are designed to provide a competitive time-off benefit, bridge the gap to short term disability (for employees with 40 or more scheduled hours per pay period), and establish incentives to decrease unscheduled time off.

Eligibility

1. All regular benefit-eligible full-time employees are eligible for PTO. Regular full-time employees for purposes of PTO are defined as scheduled for 80 hours per pay period.
2. All regular benefit-eligible part-time employees are eligible for pro-rated PTO based on scheduled hours. Regular part-time employees for purposes of PTO are defined as scheduled for 40 hours to 79 hours per pay period.
3. Non-benefit eligible part-time employees with scheduled hours between 32 hours and 39 hours per pay period are also eligible for pro-rated PTO.
4. All eligible full-time and part-time employees will begin accruing PTO on the first day of eligibility.
5. Eligibility for PTO accruals are based on regularly scheduled hours, as reflected on the Employee Status Record, referred to as scheduled hours throughout this document.

Per diem employees or part-time employees with 31 or less scheduled hours per pay period are not eligible for PTO.

PTO Accrual

- PTO will begin accruing the first day of eligibility and will be credited to the employee’s PTO Bank at the end of each payroll period.
- The PTO accrual rates and maximum accumulations for eligible employees are based on years of service. The accrual rates for full-time employees are as follows:

Eligibility based on Employment Classification and Years of Service	PTO Accrual Schedule Annual Accrual & Maximum Accrual Full-Time (80 hours per pay period)	PTO Accrual Bi-weekly Accrual – Full-Time (80 hours per pay period)
Non-Exempt Employees <i>1st Year of Employment</i>	208 hours per year = 26 days per year	8.00 hours per pay period
Non-Exempt Employees <i>2nd to 9th Year of Employment</i>	248 hours per year = 31 days per year	9.54 hours per pay period
Exempt Employees <i>1st to 9th Year of Employment</i>	248 hours per year = 31 days per year	9.54 hours per pay period
Exempt and Non-Exempt Employees <i>10th year and beyond of Employment</i>	288 hours per year = 36 days per year	11.08 hours per pay period

- Part-time employees who are scheduled to work 32 but less than 80 hours per pay period will receive a pro-rata accrual based on scheduled hours

PTO Accrual (continued)

- All PTO will begin accruing from the first day of eligibility.
- The PTO Bank maximum accrual equals one time the employee’s annual PTO accrual, including pro-ration for part-time employees.
- PTO cannot be accessed until after 90 days of initial eligibility, except when a Designated Holiday falls in the first 90 days.
- All PTO Banks are accumulated in fractional hours up to the annual maximum accrual. There is no carryover beyond the maximum accrual.

- The PTO Bank is a terminal benefit and is paid out, to eligible employees, in its entirety at the time of termination, in accordance with the Termination Clearance policy.
- The PTO Bank is paid out when an employee moves from a PTO-eligible full-time or part-time status to a non-PTO-eligible status, i.e. biweekly scheduled hours of 31 or less, or a per diem position.
- When an employee moves from PTO-eligible full-time status into a PTO-eligible part-time status and the PTO Bank exceeds the maximum accrual for the part-time position, the employee will not accrue additional PTO until the PTO Bank is below the maximum accrual for the part-time position.
- PTO does not accrue during unpaid leaves of absence, or during short term disability, unless being paid through the EIB.
- PTO taken will be used to reduce the PTO Bank before additional PTO accruals are added to the PTO Bank each pay period.

Scheduling PTO

- An employee may begin requesting PTO on the first day following 90 days of continuous employment.
- All PTO requests must be made with, and approved by, the employee's department manager.
- Payment of PTO may not exceed forty (40) hours in a week.
- Every effort will be made by the department manager to give employees the PTO of their preference. At times, however, PTO will not be granted due to patient/client care requirements, the business needs of the department, or staffing requirements.
- Scheduling procedures for PTO are specific for each department, but are based on priority of requests, timing of requests, and seniority of the staff member. In some instances it may be necessary to discount seniority and rotate popular time among employees, such as holidays.
- Employees on an unscheduled absence the day before, the day of, or the day after a scheduled holiday will not be paid.
- Employees should make every effort to give prior notice to the department manager or director in compliance with the department's call-in procedure. Department call-in procedures around unscheduled absences take precedence over this policy. When an employee needs to take unscheduled PTO (due to

illness), the employee should inform the department manager of the reason for the absence and the expected date of return. *Employees should refer to and ensure compliance with the provision related to unscheduled absences in the Employee Attendance policy.*

PTO for Designated Holidays

St. Vincent's Health Services recognizes seven (7) holidays:

New Year's Day
Easter Sunday (Good Friday for Monday-Friday departments)
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

- Employees may take scheduled PTO for designated holidays occurring during their first 90 days of employment which may result in a temporary negative balance of PTO.
- St. Vincent's Health Services reserves the right to schedule employees for PTO in those departments which do not require full staffing during a recognized holiday. If the employee's PTO Bank does not have a sufficient balance to cover the holiday, the difference will be recorded as unpaid time off.
- St. Vincent's Health Services understands that individual employees may recognize other holidays than those noted above. The PTO program allows the employee to schedule these holidays in advance with the approval of their department manager.

Unscheduled Absences due to Illness or Injury

- Employees are expected to make every effort to report to work. Excessive unscheduled absences hinder a department's ability to provide services and may result in employee disciplinary action for undependable job performance. Refer to the Employee Attendance Policy for guidelines.
- In the first calendar week of illness or injury, missed scheduled work days (up to 5 days) will be paid from the PTO Bank. Beyond the initial week, additional missed days may be drawn from the employee's EIB bank, if one exists, or from their PTO Bank. Any sick leave greater than 14 days may convert to the short term disability plan (if approved) or be paid through the EIB, if one exists. Extended illnesses must be reported to Occupational

Health Department, with appropriate physician's report. Unreported or unexcused absences may result in unpaid time off.

Unscheduled Absences due to Illness or Injury (continued)

- A written physician's report is required for any unscheduled absence of 3 consecutive days or more and must be provided to Occupational Health, before the employee is allowed clearance to return to work and payment of PTO, EIB, or both, will be granted.
- In certain situations, due to the nature of the absence, the employee may be eligible to be covered by FMLA (Section 470).
- Deduction of time from an employee's PTO Bank for time lost due to accidents covered under Workers' Compensation will be governed by the rules of the Worker's Compensation Regulation.

Payment of PTO Bank Time

- PTO taken will be paid at the employee's current base rate of pay, plus applicable permanent shift differentials and clinical ladders.
- PTO will not be paid in advance. Any request for PTO above an employee's current PTO Bank will not be granted. (The exception is designated holidays during the employee's first 90 days of employment.) Time off beyond the employee's PTO balance will be recorded as unpaid time off and must be approved by the employee's department manager.

Employee Termination

- Any employee who resigns his/her position and gives the required notice designated in the Termination Clearance policy will be paid their PTO Bank at their current rate of pay, plus applicable permanent shift differentials and clinical ladders, less applicable taxes.
- Employees terminated for cause will not be paid accrued PTO.
- PTO may not be taken in lieu of proper notice. Refer to the Termination Clearance Policy for guidelines.
- PTO payout hours are considered non-pensionable hours and earnings and are not eligible for 403(b) deferrals or for credit in the pension plan.

PTO Cash Out Option

- Each year, employees will have the option of “cashing out” an amount equivalent to their bi-weekly scheduled hours of PTO as long as the remaining balance is no less than their bi-weekly scheduled hours. For instance, a full time employee may cash out up to 80 hours as long as the remaining PTO Bank balance equals 80 hours.
- Employees may elect to “cash out” amounts of accrued PTO ranging from 1 to 10 days per calendar year as long as the minimum number of hours remains in the bank. The cash out amounts and minimum remaining PTO Bank will also be pro-rated based on scheduled hours.
- All “cashed out” PTO hours will be paid out at 90 percent of the employee’s base rate of pay, due to IRS Constructive Receipt concerns, including permanent shift differentials, clinical ladders, less applicable taxes.
- All “cashed out” PTO hours are considered non-pensionable hours and earnings. Therefore, cash out amounts are not eligible for 403(b) deferrals or for credit in the pension plan.
- Eligible employees must submit a “PTO Cash Out Request” form to Human Resources by the announced due dates.
- The Human Resources and Payroll Departments will approve all PTO Cash Out Requests and process cash outs according to the announced schedule.
- The PTO cash out option will also be made available each year in November, beginning in 2010.

Reporting Illness

Employees who become ill during off duty hours are responsible for notifying their Department Director within a reasonable length of time prior to the start of their shift in accordance with Department procedure.

Any employee who is ill for a period of three consecutive days will be required to present a doctor’s note and receive clearance by the Employee Occupational Health Service.

Leave of Absence

It is the policy of St. Vincent's Health Services to grant eligible employees time off for family and/or medical reasons consistent with State and Federal Laws.

In order to be eligible to request a leave of absence, the employee must have been employed by St. Vincent's Health Services for twelve (12) months and have worked 1,000 hours within that twelve-month period for the State Family Medical Leave Act or 1,250 hours for the Federal Family Medical Leave Act.

A leave of absence may be paid, unpaid or a combination of the two. It is the policy of St. Vincent's Health Services to require employees to use any applicable accrued time available to them prior to going on an unpaid leave.

Types of Leaves of Absence and Requesting a Leave

An eligible employee may request a leave for the following reasons:

- Birth and care of a child or the placement of a child for adoption or foster care.
- To care for the employee's spouse, son, daughter or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the essential functions of the job, including illness or injuries covered by Workers' compensation.
- Under State Law, to care for a parent-in-law with a serious health condition.

Leave of Absence request forms are available through your Department Supervisor or Human Resources. All eligible employees are required to give advance written notice of the leave when the leave is foreseeable. Advance notice is defined as a minimum of two weeks before the start of the leave. Additionally, if the leave is for a serious health condition of the employee or to care for a covered relative with a serious health condition, the employee will be required to provide medical certification to support the request for the leave. Failure to provide the required notification and Leave of Absence request forms may result in the denial of the leave.

Length of Leave

Under State Law, an employee may request up to sixteen (16) weeks in any two (2) year period. Under Federal Law, an employee may request up to twelve (12) weeks in any twelve-month period. The State and Federal entitlements run concurrently. For example, the first twelve weeks of an employee's sixteen-week

entitlement under the State statute will satisfy the employee's entitlement under the Federal Law.

To determine if an employee is eligible, the year will be measured from the date of the requested leave backwards to determine whether or not the employee is entitled to the requested time off.

Continuation of Benefits and Job Reinstatement

In accordance with the Federal Law, eligible employees on a family or medical leave will have their health insurance benefits continued for them during the twelve week period as if they were still actively working. Employees who were contributing towards the cost of their insurance prior to the start of the leave, will be required to continue their contribution during the leave. If the employee is receiving a bi-weekly check from St. Vincent's Health Services, the health insurance deduction will continue to be deducted. If the employee is not receiving a check, a representative of the Human Resources Department will contact the employee to make arrangements for continuation of premium contributions. If the employee fails to make timely payment of their health insurance premiums, the health insurance may be cancelled.

Upon the expiration of the leave, health insurance coverage will cease and the employee will be responsible for full premium payment if they wish to continue their health insurance coverage. A representative of the Human Resources Department will notify the employee of COBRA coverage and premiums.

Under both State and Federal Law, an employee returning from either a twelve or sixteen week leave of absence is entitled to reinstatement to the same or equivalent position with comparable pay, benefits and other employment terms.

If an employee is returning from a medical leave of absence, the employee must report to the Employee Occupational Health Center to be cleared to return to work. An employee who does not report for medical clearance will not be permitted to return to work until this requirement has been met.

Extension of a Leave of Absence

If an employee is unable to return from their leave, they may request an extension of their leave. The request for an extension must be approved by the employee's Director. In no event will an extension be granted beyond six months of unpaid time.

If an employee is able to return, St. Vincent's Health Services will make every effort to reinstate the employee to the same or equivalent position. If such a

position is not available, the employee will be eligible to apply for any vacant position at St. Vincent's Health Services for which they are qualified.

For more information on Leaves of Absence, please contact your supervisor or a representative of the Human Resources Department.

Other Types of Leave

In addition to Family and Medical Leave, St. Vincent's Health Services offers leaves of absence for military leave or other personal reasons. For leaves of absence other than Family and Medical Leave, continuation of benefits and job reinstatement may be different. Please contact the Human Resources Department for specific information.

Bereavement

To help mitigate the hardship resulting from the death of a member of the immediate family, St. Vincent's Health Services allows up to three days off with pay for all regular full-time employees. Regular part-time employees are eligible for bereavement pay on a pro-rated basis. For the purposes of this policy, St. Vincent's Health Services defines immediate family as an employee's spouse, son, daughter, brother, sister, mother-in-law, father-in-law, mother, father, step parent or appointed legal guardian. Full-time employees will receive one day off with pay and part-time employees will be compensated on a pro-rated basis for the death of an employee's immediate grandparent or grandchild.

Jury Duty

In accordance with the Connecticut General Statutes, St. Vincent's Health Services will provide jury duty pay benefits to all employees regularly scheduled for 30 hours per week or more.

Eligible employees will be paid their full wages for the first five days of jury duty as required by the State Statute noted above. After the first five days the employee will be reimbursed for the difference between their regular rate of pay and jury duty pay.

Employee Courtesy Discount

In order to help defer the cost of hospitalization, St. Vincent's Health Services provides a discount to all regular full-time and part-time employees and their eligible dependents as defined in St. Vincent's Health Services Health Insurance Policy. The discount is applied to that portion of their in-patient and outpatient bill not covered by insurance. In order to be eligible for dependent discount, the

dependent must notify the admitting clerk of the relationship at the time of admission or time the outpatient service is rendered.

Private Room Benefit

Full-time or part-time St. Vincent's Health Services employees who are hospitalized at St. Vincent's Medical Center will be provided with private room accommodations, subject to availability at the time of admission. This benefit will be provided at no cost to the employee.

Savings Bond Program

All regular full-time and part-time employees are eligible to participate in St. Vincent's Health Services U.S. Savings Bond Program. Bonds may be purchased through a convenient payroll deduction plan. Employees interested in participating in the plan should contact the Human Resources Department for further information and enrollment forms.

Direct Deposit

As a service to employees, St. Vincent's Health Services provides Direct Deposit as a convenient way for employees to have their paychecks directly deposited at their choice of bank or credit union.

Employees may sign up immediately upon date of hire. For more information regarding the Direct Deposit program, employees should contact the Human Resources Department.

Credit Union

The Credit Union is owned and operated by employees of St. Vincent's Health Services for the exclusive purpose of providing employees with a method to deposit funds in a savings account and obtain loans at relatively low interest rates. Credit Union membership is open to all St. Vincent's Health Services employees and members of their immediate families. Employees interested in joining the Credit Union should contact the Credit Union office.

Portability of Benefits

As a member of the Ascension Health System, St. Vincent's Health Services offers portability of benefits within the system.

When an employee transfers to another Ascension Health institution, certain benefits are retained and/or transferred. To obtain further information on transfer to another Ascension Health facility, contact the Human Resources Department.

Health Insurance

St. Vincent's Health Services provides health insurance coverage to all full-time employees and part-time employees who are regularly scheduled 20 or more hours per week as reflected on the Employee Status Record. Coverage is also available for eligible dependents of employees. St. Vincent's Health Services contributes the majority of the premium for eligible employees and their families with the employee contributing a portion of the premium through payroll deduction.

For complete details on the Health Insurance Plan, please refer to the respective health insurance booklet or contact the Human Resources Department if you have any questions.

Consistent with our moral and ethical policy, coverage for elective abortion, sterilization, or attempts to create pregnancy by artificial means is not provided under any of St. Vincent's Health Services health insurance programs.

Dental Insurance

St. Vincent's Health Services provides a Comprehensive Dental Plan, which covers complete basic service, and expanded coverage for bridges, prosthodontics, orthodontics, crowns and caps.

St. Vincent's Health Services provides Dental insurance for all full-time and part-time employees who are scheduled 20 or more hours per week as reflected on the employee status record. St. Vincent's Health Services contributes the majority of the premium for eligible employees and their families with the employee contributing a portion of the premium through payroll deduction.

For complete listing of service and dollar coverage, please refer to the Dental Plan information booklet.

Enrollment in the Health and Dental Plans

New employees who are eligible for health insurance must enroll within 30 days of employment. Coverage will become effective upon hire.

Employees who become eligible after employment due to a change in their scheduled hours will be contacted by the Human Resources Department.

Employees who do not enroll in the health insurance plan when they are first eligible, or who drop their coverage, will be eligible to re-enroll during the Annual Open Enrollment period for an effective date of January 1st.

An eligible employee who previously declined coverage may be eligible to re-enroll at anytime during the year due to certain circumstances. Such circumstances include birth of a child, marriage, disability, divorce, retirement, loss of other coverage as a result of a death or loss of employment. In such cases the employee will be required to provide documentation from the other insurance carrier that the coverage has terminated. The employee will be required to complete the necessary enrollment forms within 30 days of the date of the qualifying event. Coverage will become effective as of the date of the qualifying event following receipt of the completed application and the required documentation.

Changes to Employee Insurance Benefits

Employees enrolled in the insurance plans are responsible for notifying the Human Resources Department of any changes to their coverage such as adding new dependents, address change, name change or change in marital status. Additionally, eligible dependents, who are covered under St. Vincent's Health Services insurance plans, are responsible for contacting the Human Resource Department when they are not longer eligible for coverage as a result of a divorce, separation or, in the case of a dependent child, attaining the maximum age for coverage. The Human Resources Department is available to assist employees in making changes to their insurance and providing information on continuation of coverage.

Life Insurance

St. Vincent's Health Services provides Life Insurance for all regular full-time employees (32 hours or more per week) after 90 days of employment equal to one-times their annual salary.

Accidental death and dismemberment coverage is also provided to all regular full-time employees and is equal to and additional one-times annual salary.

This benefit is non-contributory with St. Vincent's Health Services paying 100% of the premium cost and enrollment is automatic. Eligible employees will be provided with a beneficiary form which should be completed by the employee and returned to Human Resources.

For complete details please refer to the Life Insurance booklet or contact the Human Resources Department if you have any questions.

Supplemental Life Insurance

In addition to the basic life insurance plan, St. Vincent's Health Services offers coverage in a supplemental life insurance plan. Employees who are scheduled 20 hours or more per week may purchase life insurance for themselves and their eligible dependents through the convenience of payroll deduction. For more information, employees may contact the Human Resources Department.

Flexible Spending Accounts

St. Vincent's Health Services provides employees with the opportunity to participate in Flexible Spending Accounts for un-reimbursed medical expenses or dependent care expenses. Monies that the employee contributes to the Flexible Spending Accounts will be deducted from the employee's earnings on a before-tax basis. For more information or to enroll in the plan, please contact the Human Resources Department.

On Duty Injury and Illness

Employees should report any illness to their immediate supervisor who will refer them to the Employee Occupational Health Center during the hours of operation (7:30 a.m. – 4:00 p.m., Monday through Friday) or to the Emergency Room at other times.

When employees become ill on duty due to a non-job related illness or injury, St. Vincent's Health Services will provide for the initial evaluation through the Employee Occupational Health Center. Any treatment required is the responsibility of the employee through their private physician. The Employee Health Center will provide complete treatment for all employees who become ill due to job related illnesses or injuries.

Employee Assistance Program

As a member of St. Vincent's Health Services staff involved in the provision of quality patient/client care, you often see patients/clients and families suffer due to pressure and anxiety an illness can bring. At various times in our lives we also face personal problems, which create stress and anxiety.

To help employees and their families address these problems, St. Vincent's Health Services offers an Employee Assistance Program (EAP). We have available to us a professional and confidential consultation and referral service specifically designed to assist employees who are confronted with difficult personal problems (i.e., family, alcoholism, stress and anxiety, or financial worries).

Confidential meetings with our EAP counselor are free. For further information contact the Human Resources Department or call 1-888-267-8126 to contact an EAP counselor.

Disability Insurance

Short Term Disability

St. Vincent's Health Services provides eligible employees (at least 20 hours per week) with a Short Term Disability Plan. The plan provides 50% pay replacement after 14 consecutive days of extended illness or injury. Coverage is effective the day following 3 consecutive months of service.

Long Term Disability

After one year of full-time service, St. Vincent's Health Services provides long term disability insurance to all regular full-time employees(32 hours per week), to protect the financial security of employees and their families during prolonged periods of disability from sickness and/or accident. The plan is integrated with Social Security benefits and between the two, provide employees with sixty percent (60%) of their base monthly salary up to age 65.

Both plans are non-contributory with St. Vincent's Health Services paying 100% of the cost and enrollment is automatic. For complete details of the plans, please refer to the Plan booklet or contact the Human Resources Department if you have any questions.

Employee Hardship Fund

Consistent with St. Vincent's Health Services Mission and Philosophy statement, St. Vincent's Health Services offers a program whereby employees can voluntarily donate accrued PTO to be used by co-workers during unpaid leaves. PTO may only be donated if the employee has a minimum of 80 hours full-time (pro-rated for part-time). This program provides the opportunity for employees to help other employees in financial need during unpaid absences from work for reasons such as illness of themselves or a family member or other similar financial needs. For more information about the fund, contact your Department Supervisor or the Human Resources Department.

Workers' Compensation

Employees suffering illness resulting from accidents or injuries received in the line of duty receive Workers' Compensation in conformance with the Compensation Laws of the State of Connecticut. All such injuries should be immediately reported to the Department Supervisor and the Employee Occupational Health Center.

Annual Updates & Health Assessments

In addition to the pre-employment health assessment, it is recommended that employees update their medical history and have a health assessment annually. This service is provided free of charge by the Employee Occupational Health Center and is similar to the pre-employment health assessment. Although these examinations are voluntary, St. Vincent's Health Services reserves the right to require an employee to have a complete physical examination by the Health Center Physician when there is reason to suspect that deterioration in job performance is being caused by health problems. The Employee Occupational Health Center will notify employees for an appointment.

St. Vincent's Health Services also provides mammography screening free of charge to employees. Age eligibility for this benefit will be consistent with the guidelines established by the American Cancer Society. Additional information may be obtained by contacting the Employee Occupational Health Center.

Retirement Plan

St. Vincent's Health Services, in conjunction with Ascension Health offers a retirement plan to all eligible employees to assist them in achieving financial security during retirement.

Employer Automatic Contribution

Effective January 1, 2006, newly hired employees are eligible for the Employer Automatic Contribution provided they work 1,000 hours per calendar year. This contribution is made to the Ascension Health Retirement Savings Plan. If the employee is not already a participant in the Retirement Savings Plan, an account will be established.

In order to receive a benefit, employees must complete five (5) years of service and have 1,000 hours of service in each of those years in order to receive a vested benefit.

Contribution amount is a percent of earnings and based on years of service.

For complete details of the plan, please refer to the Ascension Health Retirement Savings Plan booklet, or contact the Human Resources Department if you have any questions.

Retirement Savings Plan 403(b)

In addition to the Pension Plan, a 403(b) Retirement Savings Plan is also available to all employees on a voluntary basis. The Retirement Savings Plan is designed

primarily as a supplementary retirement plan. Under the terms of the plan employees specify a certain amount to be deducted from their paychecks bi-weekly.

The advantage of this Savings Program is that employee contributions are made on a pre-tax basis. Income taxes on contributions are deferred until the funds are withdrawn, ideally at retirement.

The Human Resources Department will set up an appointment for interested employees to meet with the on-site Diversified representative or employees may call Diversified at 877-346-7284 to enroll.

Employer Match

When an employee participates in the Tax Sheltered Annuity Plan offered through Ascension Health, St. Vincent's Health Services will contribute \$.50 for every dollar the employee contributes up to 4% of the employee's earnings per pay period.

Employees are eligible for matching contributions after one year of employment and 1,000 hours, and are vested for matching contributions immediately.

For complete details of the plan, please contact the Human Resources Department or call Diversified at 877-346-7284.

MISCELLANEOUS INFORMATION

Lockers

Where applicable, lockers and locks will be provided by St. Vincent's Health Services to employees as available and according to need for keeping personal possessions. St. Vincent's Health Services is not responsible for the loss of any personal property and advises employees not to bring valuables with them to work. All lockers remain the property of St. Vincent's Health Services. St. Vincent's Health Services reserves the right to have authorized personnel inspect lockers. Only the locks provided by St. Vincent's Health Services may be utilized on the lockers.

Rest Period

Employees are allowed a fifteen-minute rest period during each eight-hour shift. This period is taken at the convenience of the department and its work requirements.

Dress Code

Your professional appearance reflects the quality of service at St. Vincent's Health Services. Individual department policy will govern whether dress shall consist of uniforms or other attire. In all cases employees must be well groomed and their clothing neat and clean. Clothing too casual for a professional environment (e.g., jeans, shorts, and T-shirts, spandex, etc.) is not allowed as part of the working attire in any department. Please consult with your immediate supervisor or department director to acquire information about St. Vincent's Health Services dress code and your departmental dress code.

***ADDENDUM TO SPECIAL NEEDS:**

The following list represents fashion trends that are presently unacceptable in our work place:

Employees with direct care responsibilities: Biker shorts or leggings without a mid-thigh length top, miniskirts, bra tops or midriff tops, muscle shirts, short shirts, frayed cut-offs, basketball shirts, thong type sandals or open toes sandals or shoes, sharp and dangling jewelry.

Office Personnel: Blue jeans, sneakers, sweatpants, or sweatshirts.

Safety Issues and Work Attire: Employees are expected to consider safety issues when dressing for work. For example, direct care staff should use a safety strap with their eyeglasses. Sharp or dangling jewelry which can be accidentally pulled off and could endanger the safety of the program participant or staff person if caught is not permitted. Thong-type sandals or open toe shoes are not appropriate for staff working with wheelchairs or who must lift or transfer participants. An Employee's immediate Supervisor or Department Head will make final determinations regarding specific work attire and safety issues.

Cafeteria/Canteen

The cafeteria serves a fine selection of nourishing meals and snacks at discounted prices for all employees. The Cafeteria hours are posted for your convenience. A complete Canteen service is available during the hours that the Cafeteria is closed. The Canteen is located in the front of the Cafeteria and is open 24 hours a day. The seating area of the Cafeteria is open 24 hours a day, seven days a week for employees to take authorized breaks and meal periods. Vending machines are available at all sites.

Lost and Found

Employees who lose or find an article should report it immediately to the Security Office.

Package Search

St. Vincent's Health Services reserves the right to have authorized personnel examine packages, purses or other similar personal property. Such inspections will only be conducted for reasonable cause utilizing search methods that are the least intrusive on an employee's privacy.

Gift Shop

Employees are encouraged to make use of the Gift Shop, which is operated by the St. Vincent's Auxiliary as a means of raising funds for its many projects. Attractive merchandise including gifts and snacks are available.

Personal Mail, Telephone Calls and E-Mail

Employees should not have personal mail sent to them at St. Vincent's Health Services. Personal telephone calls should not be made during working hours. However, when it is unavoidable personal calls should be infrequent and kept as absolutely brief as possible. If an employee incurs toll charges of more than \$1.00, the employee will be responsible for reimbursing St. Vincent's Health Services. The use of St. Vincent's Health Services e-mail system for non-business related reasons is strictly prohibited.

Solicitations and Gratuities

There shall be no soliciting nor distribution of materials during actual working hours of both the solicitor as well as the employee being solicited. There shall be no soliciting nor distribution of materials at any time in any work area or in patient/client care areas, including but not limited to patient/client rooms, operating rooms, treatment rooms, therapy rooms, corridors adjacent to any of these areas, any day (sitting) rooms that are accessible and used by patients/clients.

Solicitation by non-employees for non St. Vincent's Health Services endorsed purposes is strictly prohibited at any time and in any area of St. Vincent's Health Services property.

Employees being solicited are under no obligation whatsoever to make contributions or to accept literature.

The acceptance of gratuities from patients/clients or visitors is likewise prohibited.

St. Vincent's Chapel

Employees of all faiths are welcome in St. Vincent's Chapel for meditation and prayer. Masses are scheduled at convenient hours so that employees may attend on their off-duty time.

Smoking

Smoking is prohibited on all St. Vincent's Health Services property. (Hall-Brooke- Westport Campus see Policy #275).

Parking

Where applicable, parking for employees is available in the Employee Parking Garage on Main Street and Hawley Avenue. Employees may purchase reserve parking in a designated section of the Hunting Street Garage. Specific information about parking rates, parking regulations, and registration for reserved parking is available upon request from the Security Department.

Car Pooling

St. Vincent's Health Services encourages employees to carpool whenever feasible. Information on carpooling, incentives, and registration is available through the Security Department.

Resignation

To insure the continuity of St. Vincent's Health Services, all employees are required to give working notice prior to resignation. Advance notice for non-exempt employees is defined as two weeks for employees under one year of service, three weeks notice for employees with one to nine years of service, and four weeks notice for employees with nine or more years of service. Exempt non-managerial employees are required to give three weeks notice up to nine years of service and four weeks notice for nine or more years of service. Management employees are required to give at least 4 weeks notice, regardless of years of service. Unused PTO will not be granted if the employee was discharged for any disciplinary reason, fails to provide the appropriate notice, or fails to work out their notice period.

Exit Interviews

All employees who have given notice to St. Vincent's Health Services of their intent to resign will be scheduled for an Exit Interview with a Representative of the Human Resources Department.

The purpose of the Exit Interview is for the employee to share his/her experience and opinion of St. Vincent's Health Services and to provide the employee with pertinent information regarding any benefits that they may be entitled to upon termination.

Noise

Consistent with the Core Values of St. Vincent's Health Services, and in order to ensure an environment that is conducive to patient/client comfort and recuperation, the control and management of noise is of utmost importance.

Therefore, we are committed to provide a quiet and peaceful atmosphere for our patients. It is the responsibility of all St. Vincent's Health Services employees to do their part in controlling noise in all areas of St. Vincent's Health Services.

EMERGENCY CODES

The following are emergency code calls St. Vincent's Health Services maintains during a variety of urgent situations to avoid alarming or confusing patients and visitors.

Fire

The paging system announces "Roll Call at (location)" indicating a fire. If a subsequent announcement of "Total Roll Call" is given, this indicates the fire is spreading and that other sections should prepare for (or begin) patient evacuation.

"Roll Call Cancelled." This is the announcement made to indicate the fire has been put out or is under control. Employees are given specific training and information pertaining to each department's role in event of fire. Ask your Department Supervisor for information.

Disaster

A call of "Signal D...Signal D..." indicates a disaster has taken place in the community. Periodic drills are held to train employees for such situations. Each Department Director has a copy of St. Vincent's Health Services's Disaster Plan with specific department responsibility.

Cardiac Arrest

When a patient's heart stops, a resuscitation team is summoned on the paging system by the announcement, "Code 99" at (location).

Lockdown

Upon activation of the Emergency Preparedness Plan, the incident commander will make decisions as to security and access control procedures to be implemented.

EMERGENCY LOCK DOWN

Upon orders from the Incident Commander to secure building, security lead officer (HICS Safety & Security Officer) will assume role of coordinating shut down of premises to only authorized personnel. The Emergency Operations Center will determine authorized personnel based on the emergency.

Through electronic access control systems, the following doors and areas will be locked down: EMS entrance to ED, ED entrance doors, ED Fast Track, Surgical and PACU Area. ED waiting area entrance to Main Building, Loading Dock, Plant Operations Building.

Security personnel will manually lock front entrance door and guard/monitor door to assure only appropriate personnel enter.

Security Officer will be sent to ED main entrance to monitor access to the Emergency Department.

If vehicular access control to main campus is required, wood horses would be placed at main drive through entrances and security staff will monitor vehicular and traffic access on campus. Based on level of staffing, security assistance from labor pool would be requested through Emergency Operations Center (Labor Pool Leader).

Through Community Emergency Preparedness Support Group Meeting, there has been agreement that Police would be deployed at Medical Center upon request of Incident Commander to assist in vehicular and pedestrian traffic. All assistance from Police Department should be done from incident commander to Liaison Officer at Bridgeport Office of Emergency Management.

***ADDENDUM For ST. VINCENT'S SPECIAL NEEDS SERVICES**

Please see Emergency "LockDown" Policy for Special Needs

*ADDENDUM For HALLBROOKE BEHAVIORAL HEALTH SERVICES

Please see Emergency “LockDown” Policy for Hallbrooke Behavioral Health

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The Logo of

St. Vincent's Health Services

The logo of St. Vincent's Health Services is symbolic of the Incarnation. The two symbols, a white star surrounded by an open ended cross, are signs of the Incarnation, the source of hope and love.

These signs typify the willingness and flexibility of St. Vincent's Health Services to meet appropriately the needs of the many publics it serves.

The parallel lines formed by the cross and star indicate the crossroads in the history of the hospital, which began in 1903 and began anew with its total reconstruction in 1976.

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