




MEMO

TO: Hospital Administration and Unit Employees
CC: Connie Amy, RN, DON; Jessica Broussard, LCSW, COO
FROM: Kali Babineaux, Human Resources
DATE: 01/02/2020
RE: Updated HR Policies regarding Benefits and Compensation

As discussed at the last staff meeting on 12/19/19, updates to our benefits and compensation policy have been completed and posted for review. See attachment for updated policies.

Any questions or clarifications needed can be directed to Human Resources.

Thanks!

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	Revision Date: 01/2018, 08/2018, 12/2018, 4/2019, 6/2019, 01/2020	
Department: Human Resources		
Title/Subject: Attendance and Punctuality		

I. POLICY

Employees are required to maintain regular attendance and are expected to be at their work site at their scheduled work time. Each department/facility determines the work schedule for staff as necessary for its operation.

Employees are expected to report to work unless a timely request for time off has been submitted and approved. Employees are considered absent when not at work or unavailable for the assigned work schedule regardless of their reason. GBH maintains records of staff attendance and absenteeism. Excessive absenteeism, reporting late, or leaving early, failure to submit requests for time off, and excessive missed punches may result in disciplinary action up to and including termination.

II. PURPOSE


To delineate methods of reporting and recording absenteeism and of providing alternative coverage if indicated.

III. DEFINITIONS


- A. Tardiness or Early Departure: Inpatient Shifts: tardiness is when an employee clocks in one (1) minute after the start of their scheduled shift. Outpatient Shifts: tardiness is when an employee clocks in fifteen (15) minutes or more past the start of their scheduled shift. Early departure is missing up to half of the shift.
- B. Absence: Missing more than half of the shift.
- C. Timely Call In: Call in for a scheduled shift 2 hours (outpatient/administration) or 4 hours (inpatient) prior to the scheduled shift.
- D. Scheduled Absence: An absence which is requested at least two (2) weeks in advanced. Time off requests of three (3) or more consecutive days must be scheduled at least (4) weeks in advance to be considered scheduled.

IV. PROCEDURE

- A. Attendance records of an employee must reflect all instances of:
 - 1. Documentation of an approved request for time off and/or call in.
 - 2. Exact time worked
 - 3. Lunch period (see "Meal Periods", HR-22)

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- B. Employees are required to utilize the electronic time clock system to record the time of arrival and time of departure from the work site.
- C. Employees who fail to clock in/out must get the immediate supervisor who can validate their arrival and/or departure time to make the necessary adjustments in the timeclock system.
- D. Employees must submit an electronic request for time off for any amount of time taken, with or without PTO.
- E. Time off is subject to supervisory approval, department staffing needs and established departmental procedures. Supervisors should give approval or disapproval to the employee as soon as possible.
- F. Employees who wish to request time off less than two weeks in advance are responsible for finding a replacement for their scheduled shift. The replacement employee must not currently be in or fall into overtime during the shift.
- G. Unit employees who find coverage causing overtime must switch a scheduled shift to avoid overtime. Failure to follow this procedure may result in disciplinary action up to and including termination.
- H. Employees who find their own replacement for their scheduled shift **without their supervisor's approval** will be subject to disciplinary action
- I. Employees who are unable to report to work for their scheduled shift will need to notify their supervisor as soon as possible. To be considered timely:
 - 1. Inpatient unit employees must give at least four hours' notice (as a minimum) prior to scheduled start of work.
 - 2. All other departments, the employee must give at two hours-notice prior to scheduled start of work.
 - 3. Failure to provide proper notification will be grounds for disciplinary action up to and including termination.
- J. A Call In is submitted electronically by the immediate supervisor who took the call. The documentation of the call in should include date and time of and reason for call in.
- K. The immediate supervisor will review schedules and attempt to find coverage for that employee. Administrator on-call will be contacted if attempts to find

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coverage are unsuccessful.

- L. Employees must give expected return date. If expected return date cannot be given, then coverage will be found for at least the next two scheduled shifts.
- M. PRN unit employees must work one company recognized Holiday to remain in the PRN pool of employees.
- N. Full-time and part-time unit employees are required to work their routinely scheduled shift regardless of the Holiday.
- O. If a full-time or part-time unit employee would like to have a company recognized Holiday off, they must find their own replacement. If the replacement is another full-time employee, then they must trade a shift. If the employees fail to switch shifts causing overtime, then the paid Holiday hours will be forfeited by the employee giving away the shift.
- P. Full-time and part-time outpatient employees must work at least two (2), if warranted for Program coverage, company recognized Holiday per year. Approval of time off for a company recognized holiday will be determined by the needs of the company regarding patient care, first request basis, and the previous year's requests for time off.
- Q. In fairness to other staff, employees should not expect to be granted multiple consecutive Holidays off.
- R. Employees who call in for a scheduled shift before and/or after a holiday or vacation must submit proof of illness, Physician's statement, or proof of emergency. Failure to submit documentation will result in the holiday counting as a separate occurrence.
- S. If the employee requires more than three days off for illness/injury/hospitalization, the employee will not be able to return to work until a physicians' note is received stating that employee can return to full duty without limitations.
- T. Supervisors should notify HR of any notifications of possible medical leave (requires more than three days off for illness/injury/hospitalization) needed. HR has the legal responsibility of determining whether the leave will be designated as Family and Medical Leave. HR will inform the employee their eligibility within five (5) days of being notified of the needed leave.

A "rolling" 12-month period is used to determine the amount of leave designated as FML.

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- U. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary resignation.

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POLICY

Employees shall be accurately and regularly compensated for all hours worked. Employees will be compensated according to their employment classification and status. Employees shall be paid for hours worked within each pay period on the designated payday.

I. PURPOSE

To ensure employees are compensated timely and accurately for all time worked in an efficient manner.

II. DEFINITIONS

A. PAY PERIOD

The first pay period is the 1st – 15th of the month and the second pay period is the 16th to the end of the month.

B. PAY DAY

The 5th and the 20th of every month for the preceding pay period. Checks will be distributed after 2 P.M. on payday. If pay day falls on a Saturday, then payday will be on the Friday. If pay day falls on a Sunday, then payday will be on the Monday. If payday falls on a holiday, then payday will be on the preceding workday.

C. WORK DAY

A day is a twenty-four (24) hour period beginning at 12:00 A.M. and ending at 12:00 A.M. the following calendar day.

D. WORK WEEK


A work week is seven (7) consecutive twenty-four (24) hour days beginning on Sunday and ending on Saturday.

E. OVERTIME

The hours worked after 40 hours worked within a work week.

F. BASE RATE OF PAY

Regular hourly rate of pay

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G. OVERTIME RATE OF PAY

Rate of 1.5 times the hourly rate of pay.

H. HOLIDAY RATE OF PAY

Rate of 1.5 times the regular hourly rate

I. PAID HOLIDAY HOURS

Eight (8) company paid hours for FT employees and four (4) company paid hours for PT employees at the base pay rate, not counted in working hours for the purpose of overtime calculations.

J. COMPANY RECOGNIZED HOLIDAYS

Thanksgiving

Christmas

New Year's Day

Memorial Day

Independence Day

Labor Day

K. BENEFIT HOURS


Paid Time Off (PTO), Sick Time Off, Paid Jury Duty, Paid Bereavement, Paid Holiday, Continuing Education Hours

L. EXEMPT EMPLOYEE

A salaried employee, not eligible for overtime unless otherwise approved by Administration

M. NONEXEMPT EMPLOYEE

Employees paid an hourly rate per hour, eligible for overtime pay.


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N. HR PAYROLL PROCESSING


The day following the last day of the pay period beginning at 9A and ending at 2P on pay day.

III. PROCEDURE


- A. All hours worked will be recorded in the electronic time clock system by clocking in at the start of work and clocking out upon completion of work. Employee time is tracked in 15-minute increments with 8 or more minutes worked being rounded to the next 15-minute increment.
- B. Employees may not clock in or clock out of the time clock system for any other employee.
- C. Time spent off-site at a company required professional seminar is hours worked and documentation of such attendance needs to be submitted to a supervisor for adjustment to the electronic time record system. Travel time to an offsite company required seminar outside of regular work schedules should also be documented as hours worked but only the time to and from the worksite.
- D. Reimbursement for personal automobile use on authorized company travel will be at the current mileage rate as defined by the IRS. Reimbursement does not include travel from home to work or work to home, charges related to vehicle maintenance, accidents', fines and penalties imposed for violation of traffic laws.
- E. Only under extreme circumstances and with the prior approval of the supervisor and administrator would a non-exempt employee be allowed to take work home.
- F. Employees may be scheduled to answer after hour calls. Employees will be notified by their supervisor of these schedules. Employees will be compensated accordingly.
- G. Employees may be scheduled to "wait to engage". If engaged, the employee will need to report to work. The employees will be compensated accordingly.
- H. Benefit hours and regular hours worked must be documented on employee timecards in order to receive compensation. Benefit hours which are not documented on the timecard prior to HR processing of timecards will be paid on the next pay period, if requested.

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- I. Employees must notify supervisors of errors on timecards needing resolution. Employees must follow up on errors which have not been resolved prior to HR payroll processing.
- J. Employees who fail to follow the procedures regarding timely reporting and approval of hours work may be subject to disciplinary action.
- K. Nonexempt employees will be compensated according to the information reported in the time clock system. It is the employees' responsibility to ensure those hours are correct and approved by 9A on the day following the last day of the pay period.
- L. Nonexempt employees will be paid at their base rate for all hours worked up to 40 hours. Any hours worked after 40 hours will be paid at an overtime rate.
- M. Benefit hours will be paid at the base rate. Benefits hours are not considered hours worked and will not count towards overtime.
- N. Exempt employees will be compensated a salary per pay period unless a full day is missed and there is no PTO available for use. Exempt employees would then be paid a daily salary.
- O. Supervisors must review and approve all employee time records by 9:30A on the day following the last day of the pay period.
- P. On-call and waiting to engage schedules will be reported to HR by the employee's supervisor during the pay period scheduled. Employees will be paid accordingly.
- Q. Overtime will be minimized and utilized only when necessary. Overtime must be approved by supervisors prior to it occurring. If overtime worked is not scheduled or has not been approved by the supervisor, the employee will be paid, but may be disciplined for not obtaining approval for unscheduled time worked.
- R. Full-time and part-time employees who work on company recognized Holidays will be paid for the hours worked plus the additional paid Holiday hours. Only the worked hours will count towards overtime calculations.
- S. PRN employees will be paid a holiday rate of pay on company recognized Holidays between the hours of 12A and 12P
- T. If an employee finds that they have not been compensated properly, they should contact HR to find resolution.

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- U. Paychecks are distributed on payday after 2P. Employee paychecks will be given to employees only, unless we have written instructions with an employee signature to give it to someone else. This person must show identification and sign a receipt for the check. Paychecks may be mailed at the employee's request. The request should be submitted to the Human Resource department in writing.
- V. Employees may be considered for a salary adjustment when promoted to a new position, transferred to a new location or reassigned to a new job or to maintain internal equity.
- W. Salary increases may be awarded based on performance within budgetary guidelines. See Performance Evaluation Policy for further details.

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Title/Subject: Benefits; Paid Time Off		

I. POLICY

Employees should have opportunities to enjoy time away from work to help balance their lives as well as to take care of their medical needs. Genesis Behavioral Hospital recognizes that employees have diverse needs as well as the potential for unexpected needs for time off from work and has established this paid time off (PTO) benefits policy to meet those needs. Employees are accountable and responsible for managing their own accrued hours to allow for adequate reserves if there is a need to cover vacation, unpaid holidays, illness or disability, appointments, emergencies, or other situations that require time off from work.

II. PURPOSE

To establish a process by which employees may earn and utilized PTO


III. PROCEDURE

- A. Paid time off begins to accrue upon completion of the introductory period or transfer into a benefits-eligible position.
- B. Status, length of employment and hours worked per pay period determine the rate at which the employee will accrue PTO.
- C. For full time:

Length of Employment	PTO Accrual Rate per Hour Worked	Max. Hours per Work Week	Max Equivalent Hours per Year
0 to 3 months*	NONE	NONE	NONE
3 months to 1 year	0.0269	1.076 Hours	43 Hours
1 to 3 years	0.0269	1.076 Hours	56 Hours
3 to 10 years	0.0538	2.152 Hours	112 Hours
10 + years	0.0654	2.616 Hours	136 Hours
*At completion of introductory period			

- D. For part time:

Length of Employment	PTO Accrual Rate per Hour Worked	Max. Hours per Work Week	Max. Equivalent Hours per Year
0 to 3 months*	NONE	NONE	NONE
3 months to 1 year	0.0224	0.538 Hours	21.5 Hours


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1 to 3 years	0.0224	0.538 Hours	28 Hours
3 to 10 years	0.0449	1.078 Hours	56 Hours
10 + years	0.0545	1.308 Hours	68 Hours
*At completion of introductory period			


- E. Nonexempt employees may or may not use PTO when taking time off from work which would also include absence due to low workload or absences due to clinic closure.
- F. A nonexempt employee will be paid out PTO according to details of requests made. Employees can change details of a request by contacting HR prior to the pay period ending.
- G. Exempt employees are required to use PTO for a full day absence.
- H. Employees may not borrow against their PTO banks; therefore, no advance leave will be granted.
- I. Employees whose status changes in which they are no longer eligible for PTO accrual are paid out the available PTO at the next pay period.
- J. Upon resignation, separation or retirement, and after 90 days of employment, an employee will be paid for all PTO hours accumulated but not used.
- K. If the employee is on leave under the Family and Medical Leave Act (FMLA), paid annual/vacation leave must be used initially as part of the FM leave.

Paid Holidays

- L. Company recognized holidays are as follows:
 - 1. New Year's Day
 - 2. Memorial Day
 - 3. Independence Day
 - 4. Labor Day
 - 5. Thanksgiving Day: administrative office and outpatient clinics are closed.
 - 6. Christmas: administrative office and outpatient clinics are closed.
- M. Full-time employees will be paid 8 hours and part-time employees will be 4 hours on each company recognized holiday. Employees who choose to work on a company recognized holiday will be paid for hours worked plus the hours scheduled to be paid for the company recognized holiday.
- N. If any full-time or part-time employees arranges for another employee to work their scheduled Holiday but fail to switch a shift causing OT, then the Holiday pay will be forfeited by the employee giving away the shift.

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- O. PRN unit employees must work one company recognized Holiday to remain in the PRN pool of employees.
- Saturday Pay (Outpatient)**
- P. Full-time, exempt and nonexempt employees scheduled to provide outpatient services, ex. therapy/supervision/driving, will be paid at a rate of 1.5 times their base rate. These employees should use the job code for Sat Pay or Sat Bucket.
- Q. Employees who are not scheduled to provide outpatient services but are approved to work on a Saturday should use their regular job code.
- R. **Paid Continuing Education Hours**
Licensed professionals will be paid up to 10 hours to attending continuing education hours. This only applies to licensed professionals whose licenses are required for their position with GBH.
- S. Any employee who needs time off for uniformed service should immediately notify the Human Resources department and his or her supervisor. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible. Employees may use any available accrued PTO while on leave.
- T. PTO is not accrued during leaves of absences.
- U. Regularly scheduled employees are entitled to time off with pay for jury duty. GBH allows up to ten (10) days of compensation of regular wages/salary for any scheduled day(s) spent on jury duty, less any compensation (not including expenses) received for serving on a jury.
- V. Upon receipt of a summons, subpoena, or other request to appear and serve on jury duty, the employee will present such summons, subpoena, or other documentation to his/her department director who forwards a copy to human resources.
- W. Full-time and part-time employees who have completed the ninety (90) day introductory period are eligible for bereavement pay.
- X. Eligible full-time employees may take up to twenty-four (24) hours and eligible part-time employees may take up to twelve (12) hours of scheduled company paid bereavement leave for an immediate family member. Immediate family members are defined as an employee's spouse, domestic partner, parents, siblings and children. Additional time off without pay may be scheduled.
- Y. Eligible full-time employees may take up to eight (8) hours and eligible part-time employees may take up to five (5) hours of scheduled company paid bereavement

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leave for an employee's extended family member. Extended family members are defined as an employee's stepparents, stepchildren, stepsiblings, mother/father in-law, brother/sister in-law, grandparent, grandchildren. Additional time off without pay may be scheduled.