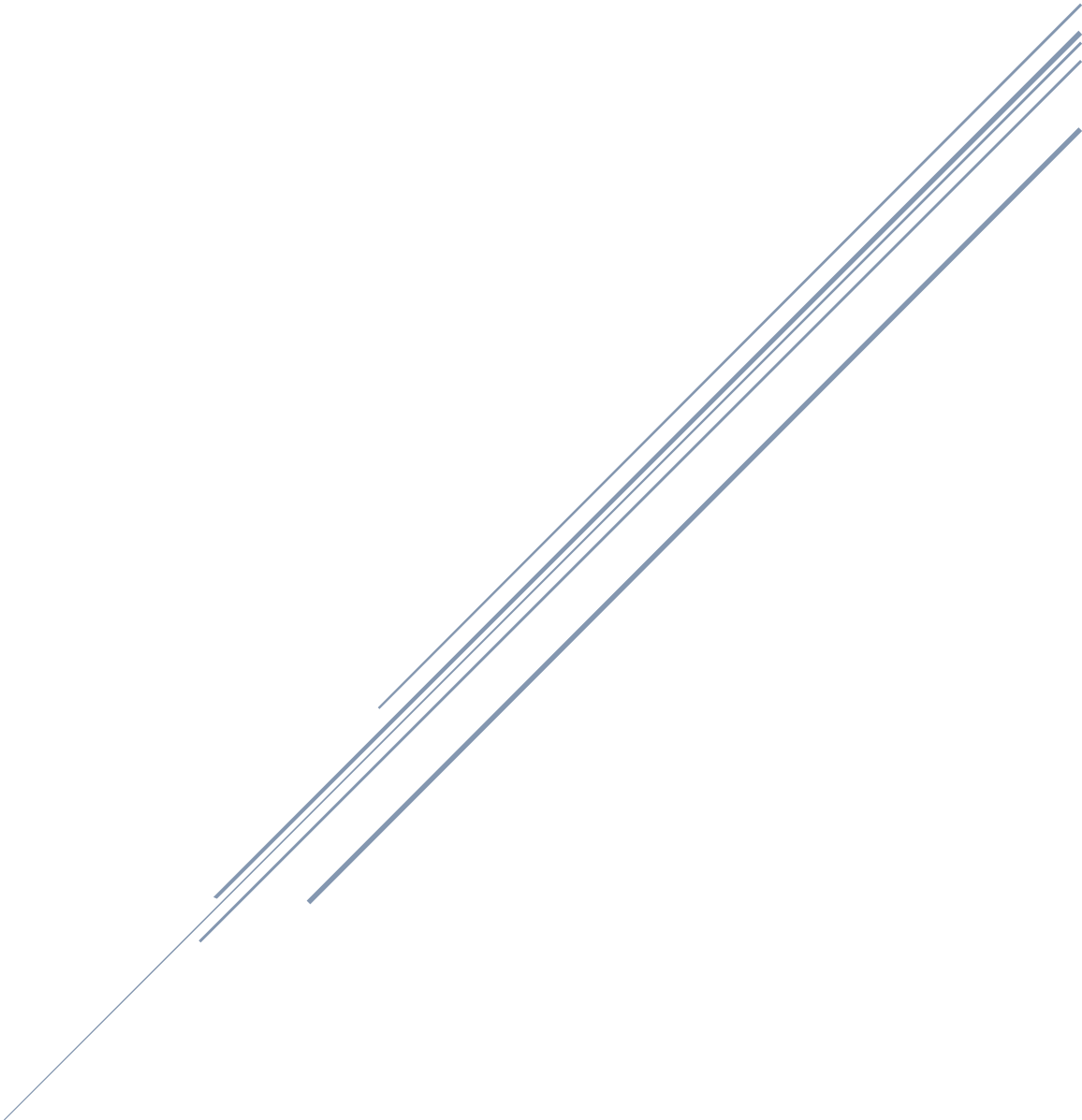


HUMAN RESOURCE GUIDELINES



Grady Health System

Origination Date: 1/2023

Thank You! Thank You for everything you do to help make Grady one of the Best Hospitals to work at in Georgia!

The elimination of multiple traditional HR Policies is simply because ***We Trust you!*** We trust you to make the best decision to improve the work experience of your colleagues and our patients. The information provided is to inform you of key areas of interest and adapting a new culture of going away from a structured way of addressing everyone the same and focus on treating everyone fairly.

Please reach out to your designated Human Resource Consultant (HRC) for questions or assistance.

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EMPLOYMENT

Grady firmly believes in and is committed to the principles of Equal Employment Opportunity and Affirmative Actions. We practice these principles by not discriminating against employees or applicants for employment because of race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, gender identification, veteran or military status, or any other classification protected by federal, state or local law. Here at Grady, we promote fairness in all areas of the hospital and our employment efforts are based on the skills and knowledge of our candidates. Non-discrimination applies to recruiting, hiring, training, transferring, promoting, assignments, compensation and all other personnel decisions.

Rehires

Employees who are rehired following a break in service are considered new employees from the effective date of their reemployment for all purposes, including for purposes of determining benefits. HR reviews personnel records to decide whether the employee is eligible for rehire.

New Hire Orientation

Our employees' success during employment is valuable to us, so providing the necessary orientation and training is key to achieving this goal. All new hires and rehires to the health system will complete an organization-level orientation (New Hire Orientation) as well as departmental orientation. Orientation programs familiarize employees with Grady Health System and their respective departments. Departmental orientation sessions, which outline specific job duties, responsibilities, and departmental policies and procedures, are provided by employees' leaders.

Employee Classification

Employees are classified as non-exempt or exempt, in accordance with the Fair Labor Standards Act (FLSA). Non-exempt employees are paid by the hour and are entitled to overtime pay. Exempt employees earn a salary and are not eligible for overtime pay. Neither classification guarantees employment for any specific length of time. Either the employee or employer can terminate the employment at-will relationship, at any time, with or without cause or advance notice. **Please refer to our Employee Classification policy for additional information**

Non-exempt Employees: Non-exempt employees are entitled to overtime pay in accordance with state and federal law and must record and report their time accurately. Nonexempt categories include:

- Regular Full-time: Regularly scheduled to work 36 or more hours per week.
- Regular Part-time Benefit eligible: Regularly scheduled to work at least 24 hours per week but fewer than 36 hour per week.
- Part-time Non-Benefit eligible: Regularly scheduled to work 8 hours per week but fewer than 24 hours per week.
- Temporary status: Regularly scheduled to work 1 to 40 hours per week for generally less than 6 months.
- Pool/On-Call status: Regularly scheduled to work an irregular or as need basis and the number of hours worked and/or shifts to which the employee may be assigned varies

Human Resource Guidelines

- **Exempt employees:** Exempt employees include all regular employees who are classified by Grady Health System as exempt from overtime provisions of the FLSA and applicable state laws. Exempt employees are paid a salary for all hours worked each week.

Employment of Relatives

Employees are encouraged to recommend family members for employment. To avoid any conflict of interest or appearance of a conflict of interest, an employee who refers a family member will not be part of hiring, employment and /or contracting decisions related to a family member. A supervisor may not hire an individual to work under their supervision if that individual is a member of the supervisor's immediate family, their spouse, domestic partner, or is a close personal relative. A relative is defined as a person who is related by blood or marriage and is classified as, but not limited to the following: a domestic partner or any one of the following related by blood, marriage, or adoption: spouse, parent, in-law, child, brother, sister, aunt, uncle, grandparent, nephew, niece or cousin). Ultimately, it is at the manager discretion to appropriately align employment of relatives.

Transfers and Promotions

Career advancement is rewarding for both the employee and Grady Health System. The hospital supports your goals for career advancement and assists you in those efforts. Employees seeking advancement are encouraged to visit the internal career site www.gradyhealth.com/careers to express an interest for qualified positions. Employees should be in their current position for six (6) months, and be in good standing to be eligible to apply for a transfer. Good standing is defined as: no formal disciplinary action/pending investigation. Employees may be eligible to transfer as early as 2 weeks but no later than 30 days after offer is extended. This is subject to some exceptions based on business needs.

**Please note: If you are being transferred or promoted to a benefit or non-benefit eligible position, please review the Grady Benefit Guide.*

Changes to Employee Record

Grady Health System maintains accurate employee records at all times. Please ensure all information provided is current and updated in the Employee Self Service portal for the following areas such as name, address, telephone number, marital status, education completion, emergency contact, licensure or certifications. Supporting documentation can be attached during a change request. Employee records are maintained in confidence and with appropriate security. An employee can request to review their file by notifying the HRIS/Records department.

Employee Compliance

Grady Health System takes pride in maintaining the safety of everyone. Employees complete mandatory employment trainings including but not limited to: Annual Mandatory Training (AMT) modules, Annual Health Screen, Annual vaccines, and other departmental Annual Training. It is the responsibility of the employee to maintain all up-to-date licenses, registrations and certifications.

LEAVES/LOA (LEAVE OF ABSENCE)

Grady understands what it means to be there for people at a critical time in their lives. Anytime a medical emergency arises, we want you to know that there are people in your corner who can assist you in your time of need.

Outlined are the available leave of absences in the event you need to take time away from work to manage those medical and non-medically related situations in your life. Any questions regarding the below information please reach out to your area HR Consultant.

Family Medical Leave Act (FMLA)

When the need for FMLA is foreseeable, the employee should give as much advance notice to his/her supervisor or department head.

Contact The Standard Absence Management Service Center at (833) 571-1203 to request your leave of absence claim. Additional information can be found on Grady Net or contact your Human Resource Consultant.

FMLA allows employees to take time from work due to the listed reasons:

1. The birth and care of a newborn child of the employee
2. The placement with the employee of a child for adoption or foster care.
3. The care of an immediate family member (spouse, child [to include minor child of domestic partner] or parent) of the employee with a serious health condition.
4. The employee's own serious health condition which makes the employee unable to perform the functions of his or her job.
5. The serious injury or illness of a covered service member for military family leave
6. A qualifying exigency for military family leave and or duty

Eligibility consists of being employed with Grady for at least 12 months (does not have to be consecutive months) and have worked at least 1,250 hours in the 12 months preceding the effective date of the leave.

Family Friendly Leave (FFL)

FFL allows employees the flexibility to provide support and care for themselves and their families while also providing additional leave time for employees who have exhausted all available FMLA but require an extension of their time out of work. Please contact The Standard Absence Management Service Center at (833) 571-1203 to request FFL. It allows employees to take time from work due to the listed reasons:

- The birth and care of a newborn child of the employee
- The placement with the employee of a child for adoption or foster care
- The care of a family member with a serious health condition as defined below, to include spouse, domestic partner, child (child of domestic partner or stepchild), foster child, parent, grandparent, stepparent, step grandparent, aunt, uncle, brother, sister, mother in law, father in law, brother in law, sister in law, daughter in law, son in law, grandchild, step grandchild

Human Resource Guidelines

- The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
- The serious injury or illness of a covered service member for military family leave
- A qualifying exigency for military leave
- The need to provide care and support to family members

Taking in consideration the needs of the organization, the final decision to grant the requested time for leave will be made at the discretion of the employee's manager, Department Senior Leader and Human Resources

To be eligible for FFL, you must be a full time or part-time Grady Health System employee and employed with Grady for at least 90 calendar days. Eligible employees are entitled to 12 workweeks or the equivalent of Family Friendly Leave per rolling 12-month period and may return to the same or equivalent position with the same rate of pay.

Returning from FMLA and FFL

Once the health care provider determines that the employee can resume working, the provider should submit return to work documentation to the Standard and the employee should submit a copy to the Human Resource Consultant. If modified duty status is recommended, specific restrictions and/or limitations should be listed.

**No return to work clearance needed for family member/family support leave*

Military Leave of Absence

Grady values the military and all of our employees who serve in the military Grady will be here to support you as you focus on protecting and serving this great nation.

Military leave is available for employees who are in the reserve, training, active duty, or other special military classifications and have orders from the military service supporting the leave.

All regular full time and part-time Grady Health System employees.

Requesting leave:

- Employees are to inform their immediate supervisor, his/her designee or the Department Head when they receive orders for military training or duty. This should be done as far in advance as possible to allow the department to prepare for the employee's absence.
- A copy of the military orders must be submitted by the employee to the supervisor or Department Head prior to leave. However, if the orders are not available when the leave is requested they must be submitted within 48 hours of departure.
- The supervisor or Department Head will make a copy of the military orders and forward to Human Resources-Benefits Administration.
- Benefits Administration will approve properly documented military leaves in accordance with federal and state guidelines.

Jury Duty

Employees may be subpoenaed or summoned for jury duty. Full-time employees will be eligible for payment up to 8 hours per day and part-time employees will receive compensation only for the number of hours regularly scheduled. Compensation received from attending jury duty need to be sent to payroll. Full payment will be paid on regular payroll to cover assigned scheduled hours.

Bereavement Leave

As a Grady employee, every day you embody what it means to have empathy. When the tables are turned and you are the one in need of empathy, Grady will be here to see you through your difficult times. Requesting leave and eligibility consists of:

- Bereavement Leave allows employees 24 hours of paid time off (prorated for benefit eligible part-time employees) due to the unfortunate loss of;
 - spouse, domestic partner, son or daughter, foster child, parent, sibling, grandparent, grandchild, mother or father-in-law, sister or brother-in-law, daughter or son-in-law, stepparent, stepchild, step-grandparent, step-grandchild, aunt or uncle, niece or nephew.
- All benefit eligible full and part-time Grady Health System employees whose scheduled hours in the payroll system are at least 24 hours per week and who have completed 90 days of continuous employment are eligible for paid time off for bereavement.
- spouse, domestic partner, son or daughter, foster child, parent, sibling, grandparent, grandchild, mother or father-in-law, sister or brother-in-law, daughter or son-in-law, stepparent, stepchild, step-grandparent, step-grandchild, aunt or uncle, niece or nephew.
- An employee should call his or her immediate supervisor or Department Head when he or she will be absent due to the death of a family member.

Paid Time Off (PTO)

Grady employees work hard each day supporting our patients and Grady wants you to enjoy your time away from work. Employees can use accrued benefit hours during leaves, vacations, holidays, and leave. The use of paid time off for unscheduled late arrivals, early departures and unplanned absences may be granted at management's discretion. For more detailed information, please contact your Human Resource Consultant.

Years of Service	Earning Schedule
0-5 years	Up to 25 days/year (7.69 hrs ppp)
5-10 years	Up to 30 days/year (9.23 hrs ppp)
After 10 years	Up to 31 days/year (9.54 hrs ppp)
After 11 years	Up to 32 days/year (9.85 hrs ppp)
After 12 years	Up to 33 days/year (10.15 hrs ppp)
After 13 years	Up to 34 days/year (10.46 hrs ppp)
After 14 years	Up to 35 days/year (10.77 hrs ppp)

Human Resource Guidelines

15-20 years	Up to 35 days/year (10.77 hrs ppp)
After 20 years	Up to 36 days/year (11.08 hrs ppp)

Once an employee separates from Grady Health System, the maximum PTO payout is 320 hours.

Extended Illness Bank (EIB)

Extended Illness Bank (EIB) is an employer-paid short-term disability benefit provided for an employee's own personal use during periods more than 24 hours of scheduled time or three (3) consecutive days of personal illness for 40-hour schedules.

Scheduled Hours	Earning Schedule
Full-Time	Up to 6 days/year (1.85 hrs ppp)

Benefit Donations

Benefit donations allow employees who are out on an approved leave of absence due to their own health condition can be eligible to apply for Benefit donations to receive PTO when they have exhausted all applicable PTO.

To request a PTO donation, the donation request form should be completed and submitted to their Human Resource Consultant. Employees may not receive more than 80 hours of donated time within a 12-month period.

Employee's may donate to a specific employee, however no supervisor or manager may donate benefit time to an employee who directly reports to him/her, nor may any employee donate benefit time to his/her supervisor or other managers in the management chain.

COMPENSATION

Grady Health System seeks to ensure that you are fairly compensated for the work you perform and for your level of experience. The hospital aims to maintain competitive levels of compensation and ensures that there is a written job description for all positions in order to provide a standard method for effectively administering and planning compensation.

Performance Evaluations

The purpose of our performance evaluations is to provide clear expectations and results to employees. It focuses on the results of outstanding performance while contributing to a Great Place to Work for all employees. Performance evaluations take place on a regularly scheduled basis with the goal of developing and guiding employees in career growth with Grady. Managers are encouraged to provide feedback three to six months after date of hire and throughout employment.

Annual Pay Increase (API)

Eligible employees are entitled to API as approved by Grady's Board of Directors according to the compensation plan guidelines of the hospital for that fiscal year. If you should reach the maximum of

the pay range for your job, your API may be paid as a lump sum instead of as an increase to your rate of pay. API's are not guaranteed each year.

Differentials

Evening Shift: The evening shift is considered to be between the hours of 3 p.m. and 11 p.m.

Night Shift: The night shift is considered to be between 11 p.m. and 7 a.m.

Weekend Shift: A weekend off-shift premium will be paid for all hours worked between 11 p.m. Friday night and 7:00 a.m. Monday morning.

Premium Pay

Premium pay is paid to employees for working during peak periods, (e.x. diversion), natural disasters, and other special circumstances, that senior leaders consider to be crucial. The hospital may also provide additional compensation for employees who work any of those shifts or any combination of those shifts.

On-Call Pay

Employees who are regularly on-call to meet patient care needs or to maintain efficient operations will be compensated on-call pay. If your position requires you to be on-call, you will be notified by your manager. Your supervisor will advise you if your position requires you to be on call, how it will work, and the rate of compensation for on-call and callback hours.

Bilingual Compensation

Grady meets the healthcare needs of a culturally diverse community. Non-salaried employees working in a department or area that requires the use of bilingual skills may receive additional compensation for using their bilingual skills. Supervisors, Managers, and Interpreters working in Language Interpretive Services are not eligible to receive bilingual compensation.

Voting

Every employee will be fully supported with taking time off to participate in the electoral process either before, during, or after regularly assigned work hours. Non-exempt employees are required to utilize PTO if available or unpaid time off to vote if PTO is not available.

OUR EXPECTATIONS AND DUTY TO EACH OTHER

Grady Health System is dedicated in providing the highest quality patient care and creating an environment in which employees are productive and satisfied. Being a great colleague and great at customer service through demonstrating good judgment and having a positive attitude is the goal!

While at Work

Each of us has a responsibility to be our best when representing Grady in and outside of our work areas by being great at service and being a great colleague. This consists of but not limited to:

- Putting our patients first

Human Resource Guidelines

- Limiting personal telephone calls
- Be a resource, courteous, and supportive to your colleagues
- Arriving to work as scheduled and in a timely manner
- Always speaking to work colleagues in a professional and respectful manner
- Always communicative and clear when speaking with patients

Attendance and Punctuality

Being present and punctual are key factors in your success at Grady. To achieve our organizational goal and mission, it is important that employees arrive to work as scheduled and in a timely manner. We understand that situations may arise; however, if your supervisor notices a pattern, or your absences and tardiness become excessive, your supervisor will discuss and address these behaviors. Excessive tardiness or absences can lead to further discipline action to include termination.

2-Step Performance Process

Grady Health System prides itself on retaining employees who are great at service and being a great colleague.

If the need to improve performance is necessary, there is a two-step process. Employees will receive a final written notice followed by termination if performance is not improved within a reasonable amount of time at the discretion of the manager.

Dress Code

All Grady employees, vendors, and contractors should dress appropriately for work that is clean, neat and professional. Each department may adopt a dress code that meets the Grady standard, which may include scrubs, business attire, suits, etc.

If You Decide the Grass is Greener

Although it's not always greener on the other side and you decide to leave Grady – we don't want you to but if you must – we ask that you notify your immediate supervisor, in writing, two weeks prior to the last day. Directors and above are expected to provide at least a four-week notice. You will receive important documents about your separation including an electronic exit interview link in your Grady e-mail. We would love to receive your feedback on your experience with us!

Harassment-Free Workplace

Grady Health System is committed to providing a workplace free of harassment. A harassment-free workplace includes a work environment that is free from disruptive or inappropriate behavior that may intimidate staff or impact morale. This includes bullying, sexual harassment, and harassment based on factors such as gender, pregnancy, race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, gender identification, family care leave status or veteran status. Grady Health System will not tolerate retribution or retaliation against any person, who in good faith, reports a compliance violation or concern.

Human Resource Guidelines

Harassing conduct can take many forms and includes, but is not limited to, slurs, jokes, statements, gestures, pictures or cartoons regarding any or all of the types of unlawful harassment identified above. Grady Health System strongly disapproves of and does not tolerate harassment of employees by managers or co-workers. Similarly, Grady Health System will not tolerate harassment of its employees by non-employees or any person with whom Grady employees have a business, service or professional relationship (such as customers, patients, physicians and/or vendors). If you feel that you are the subject of harassment, notify your department's Leadership or Human Resources. **Please refer to our Sexual Harassment, Anti-Harassment, Bullying policy for additional information**

Non-Solicitation/No Distribution

Solicitation and distribution impair Grady staff ability to provide quality patient care. Therefore, Grady prohibits solicitation and distribution on all Grady premises by non-employees and employees, except for Grady approved activities. Refer to our Non-Solicitation policy for additional detailed information. **Please refer to our Solicitation policy for additional information**

Values in Action

Living the Standards of Performance & Conduct at Grady Health System consists of adhering to the Grady Values, ensuring safety, anticipating needs, exceeding expectations, and being kind to others. All employees, managers and contractors are held accountable for living up to these standards. All members of management are also accountable for the actions of their direct reports. Managers keep employees appropriately trained and informed by providing proper counseling when situations occur. Failure to adhere to any standards of performance or conduct may result in corrective action, up to and including separation of employment.

HEALTH AND SAFETY

On the Job Injury, Workers' Compensation

Your safety and health are of utmost importance. Every employee should do their part and follow safety protocols. If you experience a work-related injury or illness, for your protection and health, you are to report the incident immediately to your supervisor and report the details in the RL system even if you don't experience an injury. If you experience an on-the-job injury, your supervisor will accompany you to Employee Health Services for further assessment.

Alcohol Drug Free Workplace

Grady is committed to maintaining an alcohol and drug free workplace. An employee who is reasonably suspected of using alcohol or illegal drugs or of abusing controlled substances in the workplace or while performing official duties under the influence of alcohol, illegal drugs or abused controlled substances will undergo an alcohol and/or drug test.

Grady Health System is willing to assist employees with drug and/or alcohol related problems. We encourage any employee who has a need to contact his/her supervisor or Human Resources for assistance through the Employee Assistance Program (EAP). **Please refer to our Alcohol Drug Free Workplace policy for additional information**

Wellness

GradyWell offers monthly Wellness Wednesday events in person and virtually to support your physical and mental well-being.

Grady is committed to your physical, emotional, and financial wellness. We offer several services you can utilize such as:

- If you like saving money, Grady Biometrics is designed to provide employees with the tools and resources needed to reach the best emotional and physical wellness.
- Our Employee Assistant Program can assist you with any emotional or personal support.
- Fiducius can provide you with the financial ability to return to school by offering tuition reimbursement and reduced student loan repayment plan.
- Personal training services will be launched in 2023.

For more information, please contact your Human Resource Consultant.

Mandatory Vaccines

Grady employees are required to have current Influenza, Hepatitis B, Varicella, MMR, and COVID (SARS-CoV-2) vaccinations. Employees requesting a medical and religious exemption are required to complete the Grady Vaccine Exemption Request Form. **Please refer to our Annual Health Screen policy for additional information**