

August 9, 2024

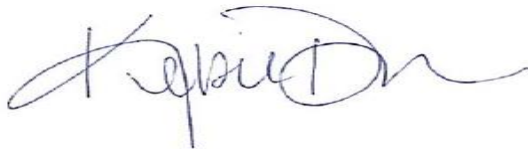
## NOTICE

The Board of Directors of the Kaweah Delta Health Care District will meet in an open Human Resources Committee meeting at 4:00 PM on August 14, 2024, in the Kaweah Health Medical Center Executive Offices Conference Room – 305 W. Acequia Avenue – Acequia Wing, Visalia, CA.

All Kaweah Delta Health Care District regular board meeting and committee meeting notices and agendas are posted 72 hours prior to meetings (special meetings are posted 24 hours prior to meetings) in the Kaweah Health Medical Center, Mineral King Wing entry corridor between the Mineral King lobby and the Emergency Department waiting room.

The disclosable public records related to agendas are available for public inspection at Kaweah Health Medical Center – Acequia Wing, Executive Offices (Administration Department) {1st floor}, 400 West Mineral King Avenue, Visalia, CA and on the Kaweah Delta Health Care District web page <https://www.kaweahhealth.org>.

KAWEAH DELTA HEALTH CARE DISTRICT  
David Francis, Secretary/Treasurer



Kelsie Davis  
Board Clerk, Executive Assistant to CEO

DISTRIBUTION:  
Governing Board  
Legal Counsel  
Executive Team  
Chief of Staff

<http://www.kaweahhealth.org>



## **KAWEAH DELTA HEALTH CARE DISTRICT BOARD OF DIRECTORS HUMAN RESOURCES COMMITTEE**

Wednesday, August 14, 2024  
Kaweah Health Medical Center  
305 W. Acequia Avenue, Executive Office Conference Room (1<sup>st</sup> Floor)

ATTENDING: Directors: Lynn Havard Mirviss (chair) & Ambar Rodriguez; Gary Herbst, CEO; Keri Noeske, Chief Nursing Officer; Dianne Cox, Chief Human Resources Officer; Brittany Taylor, Director of Human Resources; Raleen Larez, Director of Employee Relations; Hannah Mitchell, Director of Organizational Development; Kelly Pierce, Volunteer Services Coordinator; JC Palermo, Director of Physician Recruitment; Amy Shaver, Director of GME; Dr. Paul Stefanacci, Chief Medical Officer/Chief Quality Officer

### **OPEN MEETING – 4:00 PM**

- 1. CALL TO ORDER** – *Lynn Havard Mirviss*
- 2. PUBLIC PARTICIPATION** – Members of the public may comment on agenda items before action is taken and after it is discussed by the Board. Each speaker will be allowed five minutes. Members of the public wishing to address the Board concerning items not on the agenda and within the jurisdiction of the Board are requested to identify themselves at this time. For those who are unable to attend the beginning of the Board meeting during the public participation segment but would like to address the Board, please contact the Board Clerk (Kelsie Davis 559-624-2330) or [kedavis@kaweahhealth.org](mailto:kedavis@kaweahhealth.org) to make arrangements to address the Board.
- 3. MINUTES**- Approval of open committee minutes from June 12, 2024.
- 4. PHYSICIAN RECRUITMENT** – Overview and discussion of the monthly physician recruitment report.  
*JC Palermo, Director of Physician Recruitment/Relations*
- 5. KAWEAH CARE CULTURE INITIATIVES** – Discuss Kaweah Care Ideal Work Environment, Ideal Practices Environment, and updates relative to current and proposed initiatives.  
*Dianne Cox, Chief Human Resources Officer*
- 6. VOLUNTEER SERVICES** – Update of Volunteer Services Department  
*Jaime Morales, Director of Talent Acquisition*

**7. HUMAN RESOURCES POLICIES** – Review of the following Human Resources policies as reviewed and recommended to be presented to the Board for approval:

- a. [HR.128](#) Employee Benefits Overview – Revised
- b. [HR.197](#) Dress Code-Professional Appearance Guidelines – Revised
- c. [HR.234](#) PTO, EIB, and Healthy Workplace, Healthy Families - Revised

**8. ADJOURN** – *Lynn Havard Mirviss, Committee Chair*

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate at this meeting, please contact the Board Clerk (559) 624-2330. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Kaweah Delta Health Care District Board of Directors meeting.*



## ***KAWEAH DELTA HEALTH CARE DISTRICT BOARD OF DIRECTORS HUMAN RESOURCES COMMITTEE MINUTES***

Wednesday, June 12, 2024  
Kaweah Health Medical Center  
305 Acequia Avenue, Executive Office Conference Room (1<sup>st</sup> Floor)

**PRESENT:** Directors: Lynn Havard Mirviss (chair) & Ambar Rodriguez; Gary Herbst, CEO; Dianne Cox, Chief Human Resources Officer; Brittany Taylor, Director of Human Resources; Raleen Larez, Director of Employee Relations; Hannah Mitchell, Director of Organizational Development; Jaime Morales, Director Talent Acquisition; JC Palermo, Director of Physician Recruitment; April McKee, Director of Medical Staff Services; Paul Stefanacci, Chief Medical/Quality Officer; Kelsie Davis, recording

**CALL TO ORDER – 4:02pm**

**PUBLIC PARTICIPATION – None**

**PHYSICIAN RECRUITMENT** – Overview and discussion of the monthly physician recruitment report.

**KAWEAH CARE CULTURE INITIATIVES & EMPLOYEE ENGAGEMENT SURVEY** – Discussion ensued about Kaweah Care Ideal Work Environment, Ideal Practices Environment and updates relative to current and proposed initiatives. (Presentation attached hereto the minutes.)

**REPORT ON STAFFING** – Report of employee retention and turnover. (Presentation attached hereto the minutes.) The directors of the committee would like this to be brought to the committee every two months.

**HUMAN RESOURCES POLICIES** – Review of the following Human Resources policies as reviewed and recommended to be presented to the Board for approval. Approved to move to consent agenda for the full Board.

- a. HR.49 - Education Assistance – Revised
- b. HR.131- Employee Recognition and Acknowledgement Programs - Revised
- c. HR.197 – Dress Code Professional Appearance Guidelines- Revised

**ADJOURN 5:01PM**

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**Physician Recruitment and Relations**

*Medical Staff Recruitment Report - July 2024*

Prepared by: JC Palermo, Director Physician Recruitment - jpalermo@kawahhealth.org - (559) 624-5456

Date prepared: 7/16/2024

Valley Children's Health Care	
Maternal Fetal Medicine	2
Neonatology	1
Pediatric Cardiology	1
Pediatric Hospitalist	1

Delta Doctors Inc.	
Family Medicine	2
OB/GYN	1
Adult Psychiatry	1

Key Medical Associates	
Family Medicine/Internal Medicine	3
Gastroenterology	1
Pediatrics	1
Pulmonology	1
Rheumatology	1

Orthopaedic Associates Medical Clinic, Inc.	
Orthopedic Surgery (General)	1
Orthopedic Surgery (Hand)	1

Stanford Health Care	
Cardiothoracic Surgery	1

Sequoia Cardiology Medical Group	
EP Cardiology	1

Oak Creek Anesthesia	
Anesthesia - General	1
Anesthesia - Cardiac	1

Valley Hospitalist Medical Group	
GI Hospitalist	1

Other Recruitment/Group TBD	
Dermatology	2
Family Medicine	3
Gastroenterology	2
Neurology - Outpatient	1
Otolaryngology	2
Pediatrics	1
Pulmonology - Outpatient	1
General Cardiologist	1
Urology	3

Valley ENT	
Audiology	1
Otolaryngology	1

Mineral King Radiology Group	
Diagnostic Radiology	1
Interventional Radiology	1

**Physician Recruitment and Relations**  
**Medical Staff Recruitment Report - July 2024**

Prepared by: JC Palermo, Director Physician Recruitment - jpalermo@kawahhealth.org - (559) 624-5456  
 Date prepared: 7/16/2024

#	Specialty	Group	Date Added	Current Status
1	OB/GYN	TBD	7/10/2024	Currently under review
2	Endocrinology	TBD	7/9/2024	Currently under review
3	EP Cardiologist	TBD	7/8/2024	Currently under review
4	EP Cardiologist	TBD	7/8/2024	Currently under review
5	Pulmonologist	TBD	7/8/2024	Currently under review
6	Nuerologist	TBD	7/8/2024	Prescreen call pending
7	Pulmonologist	TBD	7/8/2024	Prescreen call pending
8	Dermatologist	TBD	7/8/2024	Site visit: 8/5/24
9	Occupation Medicine	TBD	7/8/2024	Currently under review
10	Nephrology	TBD	7/2/2024	Currently under review
11	Pulmonology	TBD	6/21/2024	Currently under review (Provided to us from Ben Housley)
12	General Surgeon	Dr. Potts	6/21/2024	Site visit - 8/8/2024
13	Orthopedic General Surgeon	Orthopaedic Associates Medical Clinic, inc	6/12/2024	Currently under review
14	Vascular Surgery	South Valley Vascular	6/3/2024	Currently under review
15	Vascular Surgery	South Valley Vascular	5/15/2024	Site Visit: Scheduling
16	Intensivist	Sound Physician	4/9/2024	Site Visit: 4/11/2024
17	ENT	Valley ENT	4/9/2024	Currently under review
18	EP Cardiology	TBD	4/9/2024	Currently under review
19	Pediatric Hospitalist	Valley Children	4/4/2024	Site Visit: 4/8/2024
20	Gastroenterology	TBD	3/29/2024	Prescreen call pending
21	ENT	Valley ENT	3/29/2024	Site Visit: 6/14/24
22	CT Cardiac Surgery	TBD	3/29/2024	Site Visit: Pending
23	ENT	Valley ENT	3/29/2024	Currently under review
24	EP Cardiologist	TBD	3/29/2024	Prescreen call pending
25	Pediatric Hospitalist	Valley Children's	3/29/2024	Site Visit: 4/12/2024
26	Intensivist	Sound Physicians	3/29/2024	Site visit: 3/14/2024
27	OB/GYN	OB/GYN	3/29/2024	Currently under review
28	Orthopedic Hand Surgeon	Orthopaedic As	2/2/2024	Leadership call pending
29	EP Cardiologist	TBD	2/2/2024	Site visit: Scheduling
30	EP Cardiology	TBD	9/11/2023	Currently under review
31	Family Medicine	TBD	6/21/2023	Currently under review
32	Family Medicine	TBD	6/21/2023	Currently under review

#	Specialty	Group	Offer Sent
1	Family Medicine	Faculty Medical	Pending
2	Urology	Direct/1099	Pending
3	Pulmonology	TBD	7/12/2024
4	Psychiatry	Precision Psychiatry	5/21/2024
5	Urology	Direct/1099	4/24/2024
6	Psychiatry	TBD	12/5/2023
7	Family Medicine	Direct/1099	11/7/2023

#	Group	Offer Sent	Expected Start Date
1	CRNA	Oak Creek Anesthesia	Aug-24
2	Anesthesia - Critical Care	Oak Creek Anesthesia	Aug-24
3	Orthopedic Trauma	Orthopaedic Associates Medical Clinic	Summer 2024
4	Hospice & Palliative Medicine	Independent	Summer 2024
5	Radiation Oncology	SROSI	Summer 2024
6	Cardiothoracic Surgery	Stanford	Summer 2024
7	CRNA	Oak Creek Anesthesia	8/12/24
8	Medical Oncology	Sequoia Oncology Medical Associates	Fall 2024
9	Interventional Cardiology	Independent	Fall 2024
10	Intensivist	Sound Physicians	TBD
11	CRNA	Oak Creek Anesthesia	January 2025
12	CRNA	Oak Creek Anesthesia	January 2025
13	OBGYN	W2	Fall 2024
14	Psychiatry	Precision Psychiatry	Fall 2024
15	Anesthesia - Cardiac	Oak Creek	Fall 2024

# Kaweah Care

Employee Engagement and  
Experience

*August 2024 Update*



[kaweahhealth.org](http://kaweahhealth.org)



# Mission Statement Role Alignment Exercise

## MISSION VISION & PILLARS

**MISSION STATEMENT**  
Health is our passion. Excellence is our focus. Compassion is our promise.

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**VISION STATEMENT**  
To be your world-class healthcare choice, for life.

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**PILLARS**

- Achieve **outstanding community health**
- Deliver **excellent service**
- Provide an **ideal work environment**
- Empower **through education**
- Maintain **financial strength**

- Exercise within HR Team Meeting
- Based on *Helping Employees Find Meaning at Work*, April LLP module
- How does your role contribute to our Mission Statement?



# Employee Engagement & Experience – July to July

- 7/10 - 9/30: Introduction of Common Review Date/Merits
- 8/11: Just Culture Scenario Reviews Start
- 8/18 : Kaweah Health Rawhide Night
- 9/15: Movie Night at the Fox
- 9/16 - 10/5: Visalia Corporate Games
- 10/2 - 10/16: Kaweah Care Pulse Survey
- 10/2: Leader Learning Path launch
- 10/6: Schwartz Rounds
- 10/6 - 10/31: Breast Cancer Awareness
- 10/23: Launch of quarterly CEO Luncheons
- 10/30 - 10/31: Halloween Dress Up
- 10/31: Pumpkin/witch hat contest
- 11/1 - 11/20: Open Enrollment
- 11/10: Veterans Grab N Go Breakfast
- 11/15: Leadership Academy launch
- 11/15 - 11/17: Cobbler and Ice Cream
- 11/17: Just Culture Scenario Review
- 12/1: Schwartz Rounds Session
- 12/6 - 12/8: Holiday Meal and Giveaway
- 31 days of Holiday Giving
- December: Holiday Tree Decorations
- December: Community Giving Drive
- 1/1 - 1/31: 31-day Hydration Challenge
- 1/14: Dress Up Your Pet Photos
- 2/1 -2/29: Red Fridays & Red Fridays Shirt
- 2/2: Schwartz Rounds
- 2/5: Return of In-seat General Orientation
- 2/11 - 2/13: Super Bowl Menu
- 2/14: Art Show
- 2/14: ET Rounding with Candy
- 2/28: Leadership Academy Cohort 2
- March: National Nutrition Month 3/1: Lifestyle Center Free Day Pass
- 3/5: Ribbon Cutting - Little Free Library
- 3/5 – 3/22: Hop into Spring Basket Drive
- 3/11 - 3/15: Patient Safety Week
- 3/15: St. Patrick's Day Gold Coin Hunt
- 3/15 & 3/17 – St. Patrick's Day Menu
- 3/25: Bunny rounding at KH
- 3/25: Lunch with the CEO
- 4/1 - TBD: Rawhide Ticket Giveaways
- 4/5: Schwartz Rounds
- 4/22: National Jelly Bean Day
- 4/23: Celebration of Life
- 4/27: Fox Family Movie Night
- 5/1 - 5/31: Mother's Day Photos
- 5/5 - 5/11: Nurse's Week
- 5/12 - 5/18: Hospital Week
- 5/21: Reflection Garden Dedication
- 6/1 - 6/31: Father's Day Photo Share
- 6/7: Schwartz Rounds
- 6/13: Rubber Ducky Derby
- 6/14: Wear Blue for Men's Health
- 7/13: Summer Movie Night at the Fox
- 7/22-7/29: Tower and Crossword
- 7/31: Summer Games Event

# Employee Engagement & Experience - August

- 8/2: Schwartz Rounds
- 8/16: National Wear a Hawaiian Shirt Day and Shave Ice
- 8/22: Just Culture Scenario Review
- 8/31: Kaweah Health Rawhide Night
- Ongoing
  - Rawhide ticket giveaways
  - JWD department connection events
  - Logo/Jersey Fridays
  - Kaweah Care Recognitions
  - Employee of the Month
  - Team Pyramid
  - Kaweah Shares
  - Service Awards
  - Retirement celebrations and gifts
  - Employee Relief



ets all season long!

Enter the drawing now for the June, 2024 games.

Saturday	June 1	6:30 PM
Sunday	June 2	12:05 PM
Tuesday	June 11	3:30 PM
Wednesday	June 12	6:30 PM
Thursday	June 13	6:30 PM
Friday	June 14	6:30 PM
Saturday	June 15	6:30 PM
Sunday	June 16	12:05 PM
Tuesday	June 18	6:30 PM
Wednesday	June 19	6:30 PM
Thursday	June 20	6:30 PM
Friday	June 21	6:30 PM
Saturday	June 22	6:30 PM
Sunday	June 23	12:05 PM

11:00 AM - 12:00 PM	West Campus food truck parking area
12:30 PM - 1:30 PM	Downtown Campus food truck parking area
2:00 PM - 2:45 PM	South Campus parking lot
3:15 PM - 4:00 PM	Exeter Parking lot
10:00 PM - 11:30 PM	Main Campus NOC shift



# Observances & Recognition Days - August

August		
Month-Long Observances	Week-Long Observances	Day Observances
Psoriasis Awareness Month	8/1-8/7 World Breastfeeding Week	8/7 Purple Heart Day
National Breastfeeding Month	8/4-8/10 National Health Center Week	8/9 International Day of the World's Indigenous Peoples
National Immunization Awareness Month	8/12-8/18 OSHA's Safe and Sound Week	8/16 National Hawaiian Shirt Day (Wear a Hawaiian Shirt)
Medic Alert Awareness Month	8/18-8/24 Contact Lens Health Week	8/17 National Nonprofit Day
Digestive Tract Paralysis Awareness Month		8/21 National Senior Citizen's Day
Gastroparesis Awareness Month		8/23 Health Unit Coordinator Day
Children's Eye Health and Safety Month		8/26 Women's Equality Day

*For the full 2024 Calendar of Health Care Observances, see Kaweah Compass.*

# Proposed Date - Starlight 2025



- Proposal
  - May 1: Starlight Awards
  - May 6 - 12: Nurse's Week (nationally set)
  - May 11 -17: National Hospital Week (nationally set)
- Reasoning
  - Kicks off the month of recognition
  - Less conflict with graduations for attendees
  - Less conflict between events for planning and volunteers
  - Better budget timing for FY end

# Proposed Update - Team Pyramid Awards

- Proposal
  - Update name to Team of the Month
  - Consider update to graphic
  - Recognize similar to EOM (LTM, BOD, etc.)
  - Start with the next quarter in October
- Reasoning
  - Rebrand opportunity since there is less program awareness
  - Intuitive name that aligns with EOM
  - Increased focus on one team at a time



## **TEAM PYRAMID AWARD**

Recognizing Team Excellence

# Employee Engagement Survey Results

- 2022 Work Environment Pulse questions plus Press Ganey required
- Key Metrics
  - Top 6 unfavorable: 4.18 (+0.02 vs. 2022, -0.02 under goal)
  - Engagement Indicator: 4.07 (+0.14 vs. 2021)
  - Leader Index: 87 (High, +0.00 vs. 2022)
- Proposed action planning
  - Organization and stoplight reports
  - Customizable templates and tools
  - Facilitation plan determined by HR/ET
- Exploring summer 2025 resurvey

Item	Domain	% Unfav	% Neutral	% Fav	Score	Vs. Nat'l HC Avg	Vs. 2021
I am involved in decisions that affect my work.	Manager	15	24	61	3.68	0.02	0.16
I am satisfied with the recognition I receive for doing a good job.	Manager	12	19	69	3.87	0.14	0.32
I have sufficient time to provide the best care/service for our customers/patients.	Organization	11	17	71	3.83	0.14	0.19
This organization supports me in balancing my work life and personal life.	Organization	10	19	71	3.88	0.04	0.13
This organization provides career development opportunities.	Organization	10	20	70	3.85	0.17	0.17
My director is a good communicator.	Manager	9	14	77	4.06	0.04	0.16

# Kaweah Care Pulse Survey - Timing TBD

Dimensions

↑ Performance Score ● Unfavorable ● Neutral ● Favorable

I am familiar with *Kaweah Care*.

4.36



*Kaweah Care* is how we make our patients/customers feel.

4.22



*Kaweah Care* is how we make our coworkers feel.

4.13



My unit/department has a *Kaweah Care* culture.

4.08



*Kaweah Care* is how we feel as employees.

3.92



Kaweah Health has a *Kaweah Care* culture.

3.88



*Kaweah Care* is how our community feels about us.

3.81





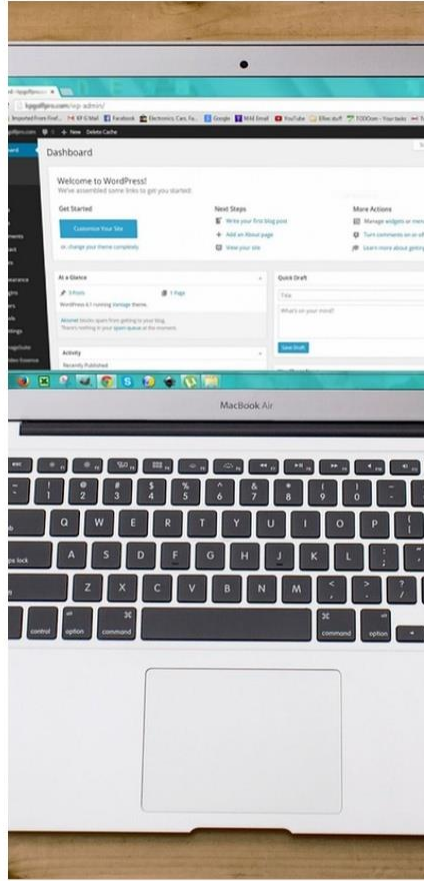
# **Kaweah Care Physician Experience Initiatives**

June 2024

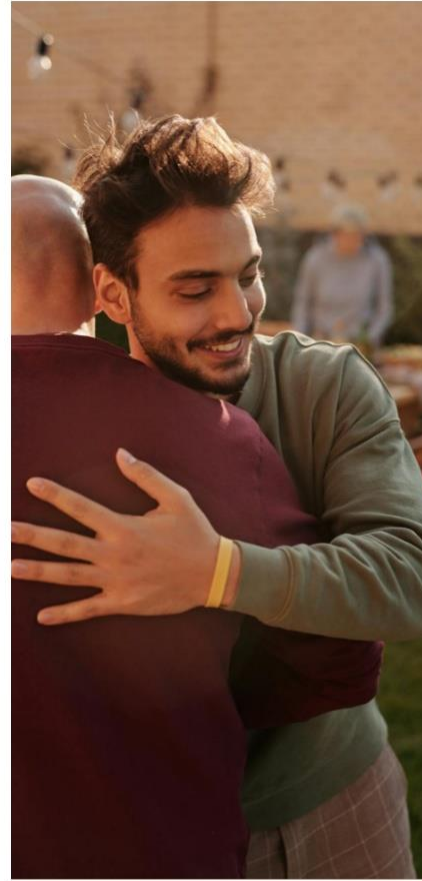




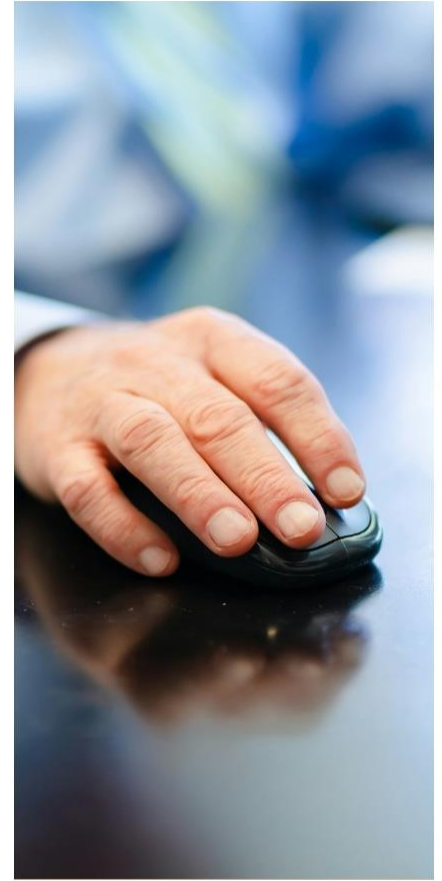
Team Rounds



Dedicated workspace



Onboarding & mentoring



Corner Optimization

# Team Rounding



BETTER  
DAYS  
AHEAD

“the most valuable 15 minutes of your day”

## Doctor, RN, Case Manager 60-90 seconds per room



Valley Hospitalists

Still Need to Figure out what data to track

Thoughts on this? Dr. Said method pending



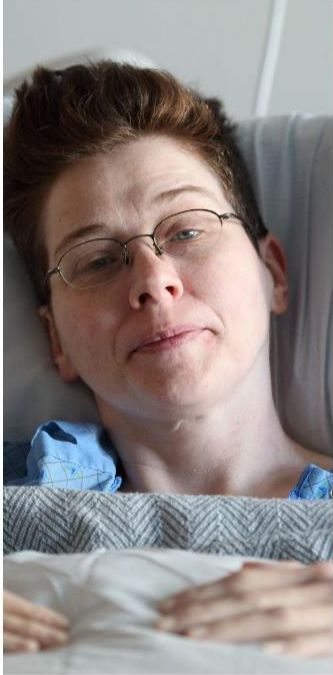
IQ surgical associates -

Not yet



FHCN - Not yet

# Measurements of success



Patient Satisfaction



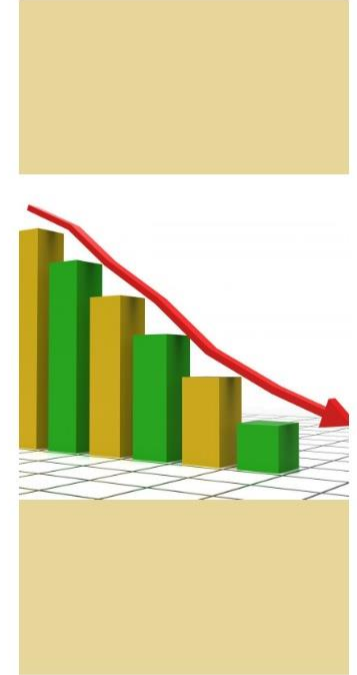
Patient Safety



Physician & Employee  
Engagement



# Pts Discharged  
before Noon



Length of Stay

# Dedicated Workspace - June updates

- # WOWs dedicated to GME teams - 1 for FM
- 5T Triangular workspace - need to label stations
- Library Space - in Capital budget, includes MANY workstations
- Med Staff Lounge restoration - 3 options, open office space vs pure lounge area
- Add workstations in Broderick - only 1 currently
- Female Surgery Locker Room - Clean out old OB locker room, begin week of July 22nd
- Ultimate Surgery remodel - working through design options



# Onboarding Mentoring

Survey to Med Staff results N=35; separate subcommittee



## Helpful during onboarding?

1. Facility tours
2. EMR training
3. Prof headshots
4. Meet with Kaweah leaders
5. Intro to community resources
6. Help w/ housing



## Faculty Development

1. How to improve resident performance
2. How to evaluate for competency
3. How to not have learners slow you down
4. How to complete a meaningful evaluation
5. Role modeling professionalism (n= 14)
6. How to deliver feedback
7. How to give lectures on the fly

Sneek Peek

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# Practitioner Engagement Survey Results





# Cerner Optimization

Messenger Adoption, Dept ISS point doctor with outward facing way to collect suggestions, Less Clicks, Tap-n-Go Speed, UptoDate CME



## CERNER OPTIMIZATION

**Decrease time spent in Cerner** with at-the-elbow support on easier ways to do things

MEC endorses increased use of **Cerner messaging**. ISS to reach out to any provider who has "Never Logged In" and set it up for them. Measures: Overall # of users & messages sent / # of Active Users that ISS will send to MEC

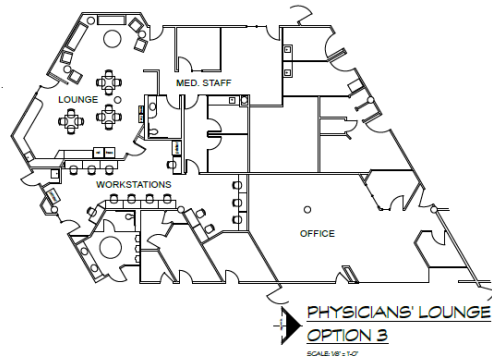
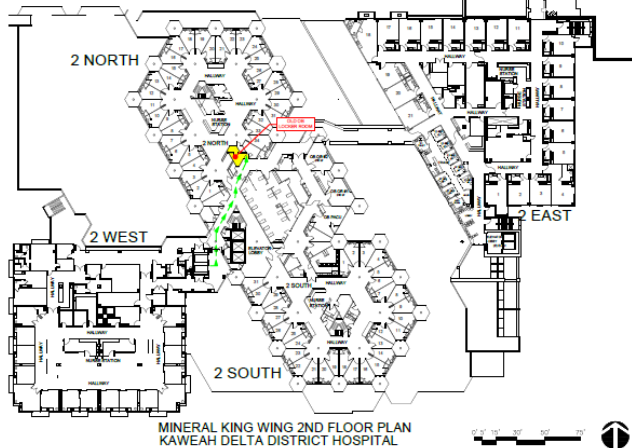
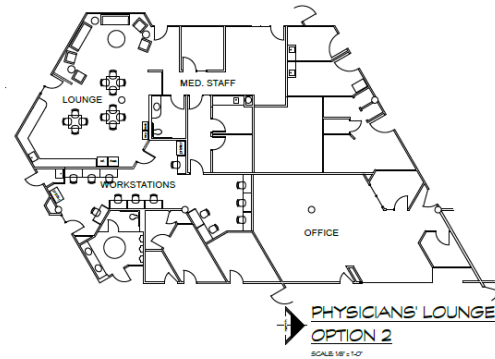
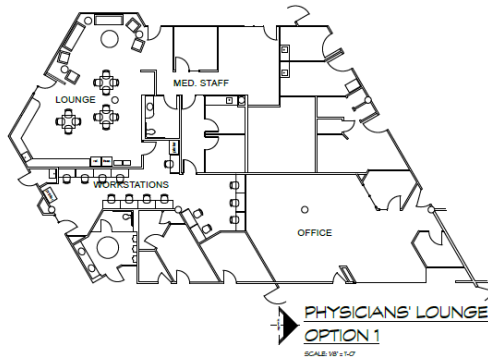
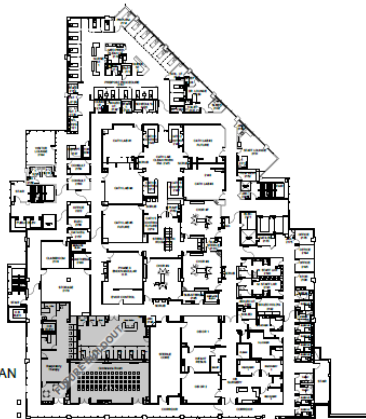
# Kawah Health Physician Experience Team:

MD / Staff Experience Champion /  
Director of Wellness???



The End

ACEQUIA WING  
SECOND FLOOR PLAN



# Volunteer Services



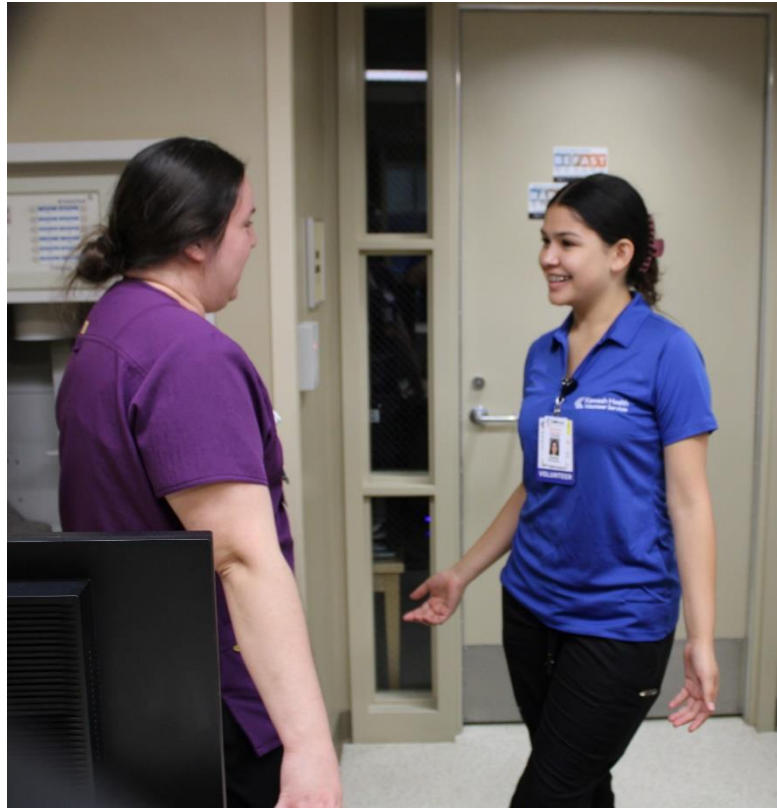
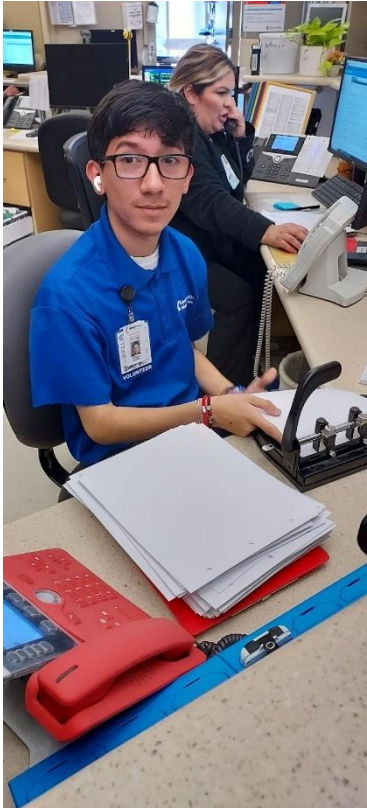
[kaweahhealth.org](http://kaweahhealth.org)



# HEALTH is our passion



# EXCELLENCE is our focus



# COMPASSION is our promise



# Empower through education

1. JOSEPH OCHOA- Started as a volunteer, hired as an Employee, Accepted for Nursing Education Pathway Sponsorship. Will be starting SJVC Associate of Nursing program (ASN) Fall 2024. Scored a 92% on his TEAS because he “studied everyday for 6 months because I really want to do this”.
2. VICTORIA (TORI) NUNEZ volunteered with us Dec 2021-April 2022 in both Food Services and Mother/Baby while she was in high school. She now in college, still working towards her goals and just got hired on as an ED Tech.
3. I have applied to various dietetic internship programs over the past few months. With my resume, volunteer experience at Kaweah, and your letter of recommendation, I have been able to secure a spot at KADDI. I feel my experiences at Kaweah played a central role in me getting accepted. My wife and I will be temporarily relocating as I complete my schooling. I wish to express my gratitude for your help that has gotten me this far. Thank you. *Erik*



# Testimonials

Quote #1 My experience was great. I really got an insight of what nurses do in the area. Everyone was really positive and communicated very well. They were all nice and helpful. They helped me a lot and I learned a lot from them. The patients were nice as well and honestly I just had a blast with them. If I can I would like to work there as a nurse or volunteer more in the future. It was a great experience for me and I just really loved it. *Oswaldo*

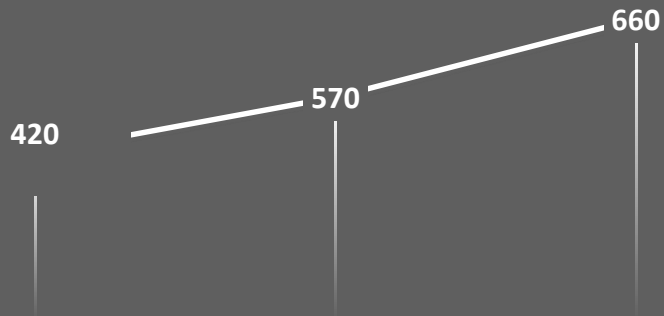
Quote #2 I got welcomed and introduced to some people. They had me call some patients in to different rooms, and just an overall a great experience. *Antonio*

Quote #3 I wanted to give you an update on my education journey. I have been accepted into a masters program at California University of Science and Medicine for Fall 2024. My goal is to use their pathway program to merge into their MD program in Fall 2025. Eventually being able to complete my residency at Kaweah and serve locally. Thank you again for all the support you have given me. Have a wonderful day. *Ashlyn*

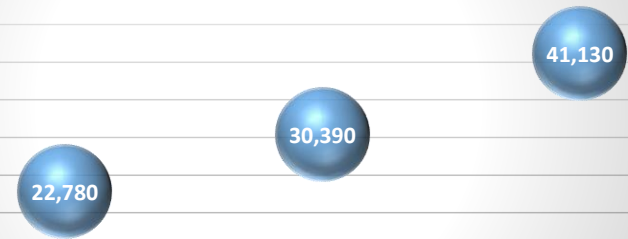
Quote #4 My time volunteering in the hospital the last 12 months has solidified my future in healthcare. It taught me compassion and has helped me bring it to the academy I take part in. *Kira*

# Data

NUMBER OF VOLUNTEERS  
LAST THREE FISCAL YEARS



Volunteer Hours Given Last 3 Fiscal  
Years



# FY 2023/2024 Strategic Plan

- 41,130 Total hours for FY 23/24
  - Volunteer Contribution valued at over \$1.5 million according to Independent Sector
- 75 Kaweah Health Departments hosted volunteers at some point FY 23/24
- 660 total number of volunteers that gave hours FY 23/24
  - 40% were under 18
    - Students from 24 different High Schools Tulare and Kings Counties
  - 40% were 18-30
  - 20% were over the age of 30

# FY 2024/2025 Strategic Plan

We are off to a strong start for FY 24/25 when it comes to the Volunteers.

- 7,646.50 hours for FYTD
- 65 areas have hosted volunteers so far FYTD
- 285 volunteers have given hours FYTD
- 100 NEW volunteers for FYTD with an additional 50 pending the onboarding process

Orosi, VUSD, and Lindsay have already been in touch regarding students for Fall once school starts. We have several from summer that are continuing into the fall.

<b>Policy Number:</b> HR.128	<b>Date Created:</b> 06/01/2007
<b>Document Owner:</b> Dianne Cox (Chief Human Resources Officer)	<b>Date Approved:</b> 2/28/2024
<b>Approvers:</b> Board of Directors (Administration)	
<b>Employee Benefits Overview</b>	

**Printed copies are for reference only. Please refer to the electronic copy for the latest version.**

### **POLICY:**

Eligible Kaweah Health Employees are provided a wide range of employee benefits. A number of the programs, such as Social Security, Workers' Compensation, and Unemployment Insurance, cover all employees in the manner prescribed by Federal or State law. Hospital-sponsored benefits eligibility is dependent upon a variety of factors, including employee classification. Human Resources maintains a listing of current benefits available. The controlling terms and conditions of all benefits are contained within the plan documents which define each benefits plan. In the event of discrepancies between other printed material and formal plan provisions describing Kaweah Health employee benefits programs, the official plan documents and instruments provisions govern.

Employees will be responsible for paying their insurance premiums and those for their enrolled dependents based on status and the date of eligibility. Enrollment in most plans must be completed within 30 days of the date of eligibility for the plan. Benefit eligible employees may also apply for offered benefits during Open Enrollment, normally offered in fall of each year for a January 1<sup>st</sup> effective date. If a full time employee does not elect or waive medical coverage by the deadline, their coverage will default to waived. Please review Summary Plan Documents for each plan for complete information.

### **PROCEDURE:**

#### General:

1. Insurance premiums for medical, dental, vision, supplemental life, dependent life, etc., are deducted semi-monthly (24 per calendar year) from paychecks.
2. Eligible employees may opt to cover eligible dependents with timely enrollment and financial responsibility for any dependent coverage. If a spouse or registered domestic partner has coverage available through their own outside employer (not KH); they must obtain coverage through the employer and the KH plan will pay only as secondary insurance.
3. If an event occurs which will change the amount of premium the employee pays, the employee will either be required to pay back premiums or will

receive reimbursement for premiums already deducted, depending on the nature of the event.

4. All premium contributions for medical, dental and vision are deducted on pre-tax basis. The conditions of Internal Revenue Service Code, Section 125, specifically prohibit employees from changing their insurance benefit coverage until an Open Enrollment period is offered or unless there is a major life change or qualifying event. Benefit changes due to a major life change or qualifying event must be made within 30-days.

#### Normal Waiting Period:

1. Coverage for health benefits begin the first of the month following eligibility for benefits.

#### Status Change:

1. The department head will submit a Job Change in Workday when an employee changes employment status. The effective date of the status change is the first day of the pay period in which the status change occurs.
2. Human Resources will notify the employee of changes in eligibility and/or applicable premium levels for eligible benefits via Workday. If a benefit eligible employee does not elect or waive medical coverage, their coverage will default to waived.
3. The premiums to be deducted are dependent on the date of the status change and may apply to the portion of the premium covering the employee as well as the dependent coverage.
4. If a Per Diem employee with coverage converts to benefitted status, premiums deducted will be appropriately adjusted.
5. An eligible employee who was eligible for, and declined benefits because of other coverage and then loses the other coverage is eligible to enroll in benefits under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The employee must enroll within 30 days of the loss of other coverage and provide proof that other coverage ended (ex. Letter from employer, termination letter from insurance, etc.).
6. An employee who loses medical, vision, dental coverage or a medical spending account due to conversion to an ineligible status or termination of employment will be offered continuation coverage under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), except in the case of discharge for gross misconduct. Eligibility, payment of premiums, and length of available coverage are determined by COBRA regulations.

7. In the case of a Leave of Absence, if an employee is on paid status (utilizing PTO/EIB), the employee may continue their normal premiums through payroll deduction. If on unpaid status, he/she is required to pay Kaweah Health his/her portion of the premiums bi-weekly/monthly while on a leave of absence for a total of four months combined within a rolling 12 months. After four months, employees will be offered COBRA Continuation Coverage for applicable benefits. Group medical, dental and vision insurance coverage will cease on the last day of the month in which an employee reaches four months of leave or employment ends except that continuation is allowed under COBRA regulations if applicable to the plan. In the case where Pregnancy Disability Leave (FMLA) combined with CFRA bonding leave applies, if an employee is on paid status (utilizing PTO/EIB), the employee may continue her normal premiums through payroll deduction. If on unpaid status, she is required to pay Kaweah Health her portion of the premiums monthly while on a leave of absence for a total of up to seven months; COBRA rules then apply.

Procedures for COBRA:

- a. At the time of the qualifying event, Human Resources or the COBRA Administrator will forward the Employee Notice and Election Form to the employee via US mail.

COBRA qualifiers: Termination of an employee, death of a covered employee, divorce or legal separation, a covered employee becoming eligible for Medicare, or a covered dependent child who is no longer eligible for coverage under the group plan.

- b. The employee, the separated or divorced spouse, or covered dependent will have no more than 60 days from the date of receipt of the COBRA letter to apply for continuance of medical, dental, or vision coverage. Notification is accomplished by completing the Employee Notice and Election form. If the employee, separated or divorced spouse, or covered dependent wishes to continue with medical, dental, or vision coverage, the initial premium payment to the COBRA Administrator must be received within 45 days of the date the employee signs the Employee Notice and Election Form and must be paid in full, back to the date of COBRA coverage.
- c. Upon receipt of the initial payment, the COBRA Administrator will begin the COBRA coverage and will expect future premiums due. The employee or eligible dependent must continue payments each month in order to continue coverage. COBRA coverage will be terminated if payments are not made within the guidelines set forth.

*Resources Officer. In some cases, such as Employee Benefits Policies, Summary Plan Descriptions and Plan Documents prevail over a policy. In all cases, Kaweah Health will follow Federal and State Law, as applicable, as well as Regulatory requirements. Policies are subject to change as approved by the Governing Board and will be communicated as approved after each Board Meeting. It is the employee's responsibility to review and understand all Kaweah Health Policies and Procedures."*





Human Resources

<b>Policy Number:</b> HR.197	<b>Date Created:</b> 06/01/2007
<b>Document Owner:</b> Dianne Cox (Chief Human Resources Officer)	<b>Date Approved:</b> DRAFT
<b>Approvers:</b> Kelsie Davis (Board Clerk/Executive Assistant to CEO)	
<b>Dress Code - Professional Appearance Guidelines</b>	

**Printed copies are for reference only. Please refer to the electronic copy for the latest version.**

**POLICY:**

The professional appearance and conduct of our employees and contract staff are important parts of the experience for patients, their families, and visitors in clinical and non-clinical areas. Dress and behavioral guidelines help Kaweah Health employees and contract staff with expectations concerning appearance and conduct. This helps to ensure that our patients feel welcomed, respected, comfortable, and safe. This policy provides expectations and guidelines for dress and personal appearance for employees, contract staff, and other individuals working at Kaweah Health as well as while off duty.

Kaweah Health observes religious dress and grooming practices including wearing religious clothing or articles (e.g., a headscarf, turban); observing a religious prohibition against wearing certain garments (e.g., woman’s practice of not wearing pants or skirts), or adhering to shaving or hair length observances, (e.g., uncut hair and beard, dreadlocks, or sidelocks).

**PROCEDURE:**

All individuals working at Kaweah Health affect the overall image of patients, visitors, and the community. In addition, individuals are required to present a professional healthcare appearance and dress according to the requirements of this policy as well as adhere to their department-specific or job-specific dress standards.

Kaweah Health has established the following criteria for personal appearance. These criteria are for meeting our customers’ and the community’s expectations and the image of what they expect of healthcare providers and administrative department personnel.

The following applies while at work and not at work if wearing any article that indicates “Kaweah Health,” or Kaweah Health ID badge:

- a. Employees and contract staff are required to wear the official Kaweah Health ID badge at all times while on duty. The ID badge must be worn so that the picture and name can be seen and must be chest high or above. No marks, stickers (other than flu vaccine compliance), etc., or membership pins may be on the badge; it must include a current picture and not be faded or worn). Kaweah Health recognition pins may be

attached to the badge extender. If an employee or contract staff member is visiting Kaweah Health while not on duty, they are not to wear their ID badge, nor represent that they are on duty; they may not perform any work. At the option of an employee, the badge may include only the first name and initial of last name.

- b. Attire must be neat, clean, appropriately fitting, matched, and coordinated and have a professional or business-like appearance. Scrubs must be appropriately fitting as well, neither too large nor too tight; pants may not touch the ground. Scrub leggings are not permitted. Scrub jackets branded with another organization's name or logo (including health care or a hospital) are prohibited.
1. Revealing clothing (such as see-through or showing cleavage), dresses, and skirts must not be shorter than three (3) inches above the knee. Sun-dresses, inappropriate length dresses or mini-skirts, bare-back dresses, halter tops, tank tops, t-shirts, any denim color or denim appearing material, leggings, scrub leggings, unprofessional casual Capri pants with strings or cargo pockets, shorts or walking-shorts, army fatigue-print clothing are some examples of inappropriate attire. T-Shirts/Tops that expose chest hair are not allowed. Sleeveless attire is appropriate as long as it is business professional. "Hoodies" or hooded jackets of any kind are not permitted; team jackets are to be approved by a manager.
  2. Those employees who work in departments that are exposed to the outside elements may wear hats while outside.
  3. Tattoos may be visible if the images or words do not convey violence, discrimination, profanity, or sexually explicit content. Tattoos containing such messages must be covered with bandages, clothing, or cosmetics. Kaweah Health reserves the right to judge the appearance of visible tattoos. However, tattoos that are visible on the front neck area above the collar line and the face must be covered.
  4. Hickeys can be considered offensive, unprofessional, and distracting in nature, and must be covered by clothing or Band-Aids.
  5. Excessive jewelry and watches that may affect safe patient care or violate infection control standards, multiple ear piercings, or body piercings are not allowed. Ear expanders must be plugged with a flesh color plug. Only pin-size nose adornment and/or small nose rings/hoops are acceptable. Septum piercings and jewelry under the nose are prohibited.
  6. Shoes are to be worn as appropriate for the position and must be clean, in good repair, and meet the safety and noise abatement requirements of Kaweah Health environment. Open-toed shoes may not be worn in patient care areas by those providing direct patient care. Socks are to be worn as appropriate for the position, (i.e. with Croc-type shoes that have holes). Closed-toe shoes are required in the patient care areas and other areas in

which safety requires closed-toe shoes. Casual type thong, flip-flops, and locker room sandals (even with back straps) are not acceptable. Dressy type sandals or open-toed shoes with a back strap are acceptable when safety does not dictate otherwise. Tennis shoes are acceptable to wear.. They must be neat, clean and appropriate. High heels greater than three (3) inches, wedges, and platform shoes are not safe in our work environment at Kaweah Health and may not be worn.

7. Hair is to be kept neat and clean. Unnatural hair color is acceptable; extreme styles are not permitted. Employees with long hair who have direct patient contact or work with food or machinery must have their hair pinned up off the shoulders, secured at the nape of the neck, or secured in a hair net. Traits historically associated with race or religion including, but not limited to, hair length, hair texture, and protective hairstyles, defined as braids, locks, and twists are allowed and must be secured. Beards, mustaches, and sideburns must be clean and neat at all times.
8. Kaweah Health is fragrance-free due to allergies that present themselves with colognes, perfumes, aftershave lotions, hand lotions, etc. Body odor, smell of cigarette/e- cigarette/tobacco smoke, or excessive makeup are examples of unacceptable personal grooming.
9. Fingernails: Employees who have direct contact with patients (those employees who touch patients as a part of their job description) and those indirectly involved in patient care, such as Pharmacy, Housekeeping, Laboratory, and Sterile Processing must comply with the following guidelines. Some departments (i.e. Food and Nutrition Services) may have specific requirements that vary:
  - a. Nails must be kept clean, short, and natural.
  - b. Artificial nails, acrylics, or other artificial materials (including nail jewelry) applied over the nails are prohibited. These are dried grinded nail products (acrylics or gels).
  - c. Nail or Gel Polish is permissible in most areas if used in good taste, with non-shocking colors or decor, and is maintained without chips or cracks. Polish is not allowed in Food and Nutrition Services.
  - d. Nails should not be visible when holding the palm side of the hand up.

Non-direct caregivers (those employees without “hands-on” patient contact) must comply, as follows:

- i. Nails (including artificial) must be kept clean and neatly trimmed or filed.
  - ii. Short nail length is defined as the white nail tip no greater than 1/4 inch.
  - iii. Polish is permissible if used in good taste, with non-shocking colors or decor, and is maintained without chips or cracks.
10. Employees who are required to wear certain uniform-type attire must comply with the requirements set forth by their department head or Kaweah Health, within the following guidelines: attire limited to a general color of fabric (i.e., dark, solid colors), business style jackets/blazers, white shirts/blouses, and/or black shoes. Any other attire required by

Kaweah Health will be provided to the employee at no cost.

11. Employees attending Kaweah Health staff meetings on Kaweah Health premises may wear casual and appropriate attire. It would be inappropriate to wear shorts, gym-wear, tank tops, or anything similar. Jeans are appropriate as long as they are not frayed and torn. Employees must be modestly dressed. Employees attending on-site classes or other meetings are to wear office-casual attire, scrubs, or street clothes in good taste. Kaweah Health employees and contract staff are not permitted to present in any way that would appear unprofessional to Kaweah Health leadership.
12. Kaweah Health promotes organization-wide events and may allow Kaweah Health provided t-shirts for these days. These are allowed if appropriate for the employees' work environment.
13. Kaweah Health promotes organization-wide events and may allow Kaweah Health to provide t-shirts for these days. These are allowed if appropriate for the employees' work environment. With the exception of specific areas where scrubs are laundered (i.e. Cath Lab, CVOR, OR, NICU, L&D) Kaweah Health does not provide or launder scrubs or uniforms for employees, unless the garments are provided by Kaweah Health and requires dry-cleaning. However, employees who have received a splash of blood or body fluid during the normal course of their job need to change into clothing for protection. Per Standard Precautions, employees are allowed to wear Kaweah Health-provided scrubs or uniforms furnished by Kaweah Health laundry. These are to be returned to Kaweah Health at the next shift worked. Upon arriving at and leaving from work, employees are provided with reasonable paid time to change. An employee may not wear these scrubs to and from Kaweah Health or outside of the hospital unless it is for work-related business (i.e. Employee Health, Human Resources, and Employee Pharmacy) and they must wear a white lab coat over the scrubs. Upon returning to the department, personnel must change into fresh scrubs before returning to the semi-restricted or restricted areas. Refer to Policy SS4000.
14. The responsibility to determine the appropriateness of employee appearance and attire and for enforcing uniform/dress code requirements rests with leadership. For example, the Behavioral Health departments may allow exceptions to this policy as appropriate to their patient care population. Employees who fail to follow personal appearance and hygiene guidelines will be sent home and instructed to return to work in proper form. Under such circumstances, employees will not be compensated for the time away from work.

Employees who violate this policy are subject to progressive discipline per HR.216 Progressive Discipline.

*“Responsibility for the review and revision of this Policy is assigned to the Chief of Human Resources Officer. In some cases, such as Employee Benefits Policies, Summary Plan Descriptions and Plan Documents prevail over a policy. In all cases, Kaweah Health will follow Federal and State Law, as applicable, as well as Regulatory requirements. Policies are subject to change as approved by the Governing Board and will be communicated as approved after each Board Meeting. It is the employee’s responsibility to review and understand all Kaweah Health Policies and Procedures.”*

<b>Policy Number:</b> HR.234	<b>Date Created:</b> 06/01/2007
<b>Document Owner:</b> Dianne Cox (Chief Human Resources Officer)	<b>Date Approved:</b> DRAFT
<b>Approvers:</b> Board of Directors (Administration)	
<b>Paid Time Off (PTO), Extended Illness Bank (EIB) and Healthy Workplace, Healthy Families Act of 2014</b>	

**Printed copies are for reference only. Please refer to the electronic copy for the latest version.**

**POLICY:**

Paid Time Off (PTO), Extended Illness Bank (EIB) and Healthy Workplace, Healthy Families Workplace Act of 2014 – Paid Sick Leave (PSL) benefits are offered to all employees as defined in this policy. PTO is offered to full-time and part-time benefit eligible employees for leisure, celebration of holidays, short-term illness, and other personal needs. EIB is offered to full-time and part-time benefit eligible employees for extended illness and Kin Care. Private Home Care staff, temporary staff/interims, and Per Diem staff are not eligible for PTO or EIB but are eligible for Paid Sick Leave (PSL) as defined in this policy. Excessive occurrences of unapproved time off may result in disciplinary action. See Policy HR.184 Attendance and Punctuality.

This policy does not apply to Graduate Medical Education

**PROCEDURE:**

Eligibility and Accrual for PTO and EIB

Full-time and part-time benefited employees are eligible to receive PTO and EIB as of the first pay period of eligibility (date of hire or transfer). If an eligible employee is changed to a non-eligible status, the PTO and EIB time accrual will cease. The employee will receive a lump-sum payment for all accrued PTO paid at 100% of their hourly rate of pay prior to the status change. During the non-eligible status, the employee will accrue PRN/PSL.

If a non-eligible employee is changed to an eligible status, the employee begins accruing PTO and EIB as of the first pay period in which the status change became effective; PRN/PSL accrual will cease. At no time will an employee accrue PTO and EIB as well as PRN/PSL. An employee accrues either PTO and EIB or PRN/PSL.

EIB accrual will be reinstated for employees who leave Kaweah Health and are rehired as follows:

- a. If left as non-benefited and rehired as a non-benefited, we will reinstate the ending available EIB balance into a reserve bucket. These hours are available for use.
- b. If terminated as a benefited and rehired as benefited, we will reinstate the ending EIB balance.
- c. If terminated as non-benefited and rehired as benefited, we will reinstate the

ending available PRN/PSL balance from the reserve as EIB balance (if any).

- d. If terminated as a benefited and rehired as non-benefited, we will reinstate the ending available EIB balance as PRN/PSL up to the 80-hour maximum, placing the excess EIB balance into a reserve bucket. These hours are not available for use.

The rate of PTO and EIB accrual received is based on years of service. Employees receive accruals on up to 80 eligible hours, per pay period. The bi-weekly pay period starts at 12 AM on a Sunday and ends at 11:59 PM on the last Saturday of the pay period. Qualified service hours which count towards a year of service for the accrual rate include the following: regular hours worked (non-overtime), Flex Time Off, PTO FMLA, PTO unscheduled, PTO/PSL, PTO Sick/Pregnancy, PTO/Workers Compensation, Sitter Pay, Sleep Pay, PTO hours, bereavement hours, jury duty hours, training/workshop hours, orientation hours, and mandatory dock hours. Neither EIB nor PTO accruals will be earned while employees are being paid EIB hours.

All Other Employees					Directors					Chiefs				
Beg Years	End Years	PTO Max Hrlly Accrual Rate (Up to 80 elg hrs)	Max Hours accrued per pay period	PTO Days per year	Beg Years	End Years	PTO Max Hrlly Accrual Rate (Up to 80 elg hrs)	Max Hours accrued per pay period	PTO Days per year	Beg Years	End Years	PTO Max Hrlly Accrual Rate (Up to 80 elg hrs)	Max Hours Accrued per pay period	PTO Days per year
0.0	4.9	0.084625	6.77	22	0.0	4.9	0.103875	8.3	27	0.0	1.0	0.103875	8.3	27
5.0	9.9	0.103875	8.31	27	5.0	9.9	0.123000	9.8	32	1.1	4.0	0.123000	9.8	32
10.0	14.9	0.123000	9.84	32	10.0	14.9	0.142250	11.4	37	4.1	9.0	0.142250	11.4	37
15	19.9	0.126875	10.15	33	15	19.9	0.146125	11.7	38	9.1	13.5	0.146125	11.7	38
20	24.9	0.130750	10.46	34	20	24.9	0.150000	12.0	39	13.6	18.0	0.150000	12.0	39
25	26.9	0.134625	10.77	35	25	26.9	0.153875	12.3	40	18.1	22.5	0.153875	12.3	40
27	28.9	0.138500	11.08	36	27	28.9	0.157750	12.6	41	22.6	27.0	0.157750	12.6	41
29+		0.142375	11.39	37	29+		0.161625	12.9	42	27.1		0.161625	12.9	42

### Eligibility and Accrual for PRN/PSL

PRN/PSL eligible employees include Per-Diem, Private Home Care, and Part-Time non-benefit eligible employees. PRN/PSL eligible employees will accrue at the rate of one hour per every 30 hours worked (.033333 per hour); accrual begins as of the first pay period.

To qualify to use sick leave (PTO/PSL or PRN/PSL), an employee must:

- Must be employed for 30 days;
- May use beginning at 90 days of employment;
- Will be paid to the extent of an employee's accrued hours only.

Employees are limited to use up to 40 hours or five (5) days whichever is greater of accrued time in each calendar year. PRN/PSL will carry over to the following calendar year not to exceed 60 hours of accrual in any calendar year.

### Maximum Accruals

The maximum PTO accrual allowed is 400 hours. The accrual will cease once the maximum accrual is reached until PTO hours are used or cashed out. The maximum EIB accrual is 2000 hours; the maximum PRN/PSL accrual is 120 hours in a

calendar year. No payment is made for accrued EIB or PRN/PSL time when employment with Kaweah Health ends for any reason.

### Requesting, Scheduling, and Access to PTO, EIB and PSL

Employees are required to use accrued PTO for time off for illness or unexpected absence occurrences.

Routine unpaid time off is not allowed. Any requests for unpaid time should be considered only on a case-by-case basis taking into consideration the need for additional staffing to replace the employee and other departmental impacts. It is the responsibility of management to monitor compliance. Employees should be aware that unpaid time off could potentially affect their eligibility for benefits.

Any planned request for PTO time, whether for traditional holiday, for vacation time or otherwise must be approved in advance by management. Management will consider the employee's request as well as the needs of the department. In unusual circumstances, management may need to change the PTO requests of employees based upon the business and operational needs of Kaweah Health. In such situations, Kaweah Health is not responsible for costs employees may incur as a result of a change in their scheduled PTO time.

### AB 1522 Healthy Workplace Healthy Families Act of 2014

An employee may utilize up to five (5) days or 40 hours, whichever is greater, of PTO or PSL in a calendar year (January-December). For example:

- For employees who work 12-hour shifts, the employee will be entitled to use up to 60 hours of paid sick leave (5 days x 12 hours).
- An employee who works 10-hour shifts will be entitled to use up to 50 hours (5 days x 10 hours).
- An employee who works 8-hour shifts will be entitled to use up to 40 hours (5 days x 8 hours).
- Alternatively, if an employee works only 6 hours a day and takes five days of paid sick leave, for a total of 30 hours, the employee will still have 10 hours remaining.

Employees may use PTO or PSL for the following purposes:

- a) Diagnosis, care, or treatment of an existing health condition, or preventative care for an employee or an employee's designated person, or family member, as defined as the employee's parent, child, spouse, registered domestic partner, grandparent, grandchild, and siblings.
- b) "Family Member" means any of the following:
  - i. A child, which for purposes of this policy means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis; this definition of child is applicable regardless of age or dependency status.
  - ii. A biological, adoptive, or foster parent, stepparent, or legal



guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.

- iii. Spouse
  - iv. Registered domestic partner
  - v. Grandparent
  - vi. Grandchild
  - vii. Sibling
- c) Designated Person means the following:
- i. Under the California Family Rights Act (CFRA) and California Healthy Workplaces Health Families Act (HWHFA) an employee will be able to identify a designated person for whom they want to use leave when they request unpaid CFRA or paid HWHFA.
- d) For an employee who is a victim of domestic violence, sexual assault or stalking, as specified.

There is no cash out provision for the PRN/PSL accrual, including upon termination of employment or with a status change to a benefit eligible position. However, if an employee separates from Kaweah Health and is rehired within one year, previously accrued and unused PRN/PSL will be reinstated.

PSL and PTO time shall be utilized at a minimum of 1-hour increments and no more than the length of the employee's shift.

PTO and PSL time taken under this section is not subject to the Progressive Discipline Policy HR.216.

#### Time Off Due To Extended Illness

Employees who are absent due to illness for more than three (3) consecutive work days should notify their manager and contact the Human Resources Department to determine if they are eligible for a leave of absence. Accrued EIB can be utilized for an approved continuous leave of absence beyond three (3) days and if admitted to a hospital or have a medical procedure under anesthesia. However, in instances when an employee has been issued Disciplinary Action and directed to provide a doctor's note for all sick days, then an employee may need to submit a doctor's note. If applying for a continuous leave of absence, PTO-PSL may be applied for the first three calendar days at the employee's regular shift length, if leave is for your own medical condition.

Employees who are absent due to illness for more than seven (7) consecutive days should file a claim for California State Disability Insurance. Claim forms are available in Human Resources. State Disability payments will be supplemented with any accrued EIB time by the Payroll Department and PTO at the employee's request.

Employees who are absent with an Intermittent Leave under FMLA/CFRA are required to use accrued PTO for their absences, at no less than one hour and no more than the regular length of the shift.

## Time Off Due to Kin Care

Kin Care allows eligible employees to use up to one-half (1/2) of the Extended Illness Bank (EIB) that they accrue annually in a calendar year to take time off to care for a sick family member. Only employees who accrue EIB are eligible for Kin Care. No more than one-half of an employee's EIB accrual in a calendar year period can be counted as Kin Care. An employee who has exhausted their EIB and then is absent to care for a sick family member cannot claim that absence under Kin Care.

Kin Care can be used to care for a sick family member, to include a spouse or registered domestic partner, child of an employee, "child" means a biological, foster, or adopted child, a stepchild, a legal ward, a child of a domestic partner, or a child or a person standing in loco parentis, parents, parents-in-law, siblings, grandchildren, and grandparents.

EIB time taken under this section to care for an immediate family member is not subject to the Progressive Discipline Policy HR.216.

## Holidays

Kaweah Health observes 72 holiday hours each year. Eligible employees may be scheduled a day off and will be paid provided adequate accrual exists within their PTO bank account for each observed holiday. Time off for the observance of holidays will always be in accordance with Kaweah Health needs.

1. New Year's Day (January 1<sup>st</sup>)
2. President's Day (Third Monday in February)
3. Memorial Day (Last Monday in May)
4. Independence Day (July 4<sup>th</sup>)
5. Labor Day (First Monday in September)
6. Thanksgiving Day (Fourth Thursday in November)
7. Day after Thanksgiving Day (Friday following Thanksgiving)
8. Christmas Day (December 25<sup>th</sup>)
9. Personal Day

Business departments and/or non-patient care areas will typically be closed in observance of the noted holidays. Where this is the case, employees assigned to and working in these departments will be scheduled for a day off on the day the department is closed. Employees affected by department closures for holidays should maintain an adequate number of hours within their PTO banks to ensure that time off is with pay.

In business departments and/or non-patient care areas, holidays, which fall on Saturday, will typically be observed on the Friday preceding the actual holiday and holidays, which fall on Sunday, will be observed on the Monday following the actual holiday.

Employees who work hours on some of these holidays may be eligible for holiday differential. For more information on eligibility, see policy HR.75 Differential Pay- Shift, Holiday, and Weekend.

*“Responsibility for the review and revision of this Policy is assigned to the Chief of Human Resources. In some cases, such as Employee Benefits Policies, Summary Plan Descriptions and Plan Documents prevail over a policy. In all cases, Kaweah Health will follow Federal and State Law, as applicable, as well as Regulatory requirements. Policies are subject to change as approved by the Governing Board and will be communicated as approved after each Board Meeting. It is the staff member’s responsibility to review and understand all Kaweah Health Policies and Procedures.”*