



Catholic Health

Employee Handbook

Disclaimer and Acknowledgement

As an employee of Catholic Health, I have received this Catholic Health Employee Handbook (the "Handbook"). I understand that the policies, benefits, practices and procedures contained in the Employee Handbook and those that may be issued from time to time, are not a contract of any kind. I understand that my employment is at-will and that both Catholic Health and I have the right to terminate the employment relationship with or without notice and with or without cause at any time.

I have read or will read the policies described in the Handbook. I understand that adhering to these personnel policies and practices are a condition of my continued employment.

I will follow the policies described in the Handbook. I understand that Catholic Health has the right to change, interpret and/or cancel any of its published or unpublished personnel policies or practices at any time without advance notice to me. Because these policies may change from time to time, I have been instructed to check with my supervisor and/or the Human Resources Department if I have a specific question about any policy or practice.

The most up-to-date versions of all policies will be available via the Intranet. If I am unable to access the Intranet, a current version of this Handbook or any policy may be requested from the Human Resources Department.

The policies in this handbook may vary depending on your worksite and whether your position is covered by a collective bargaining agreement. Please contact your local Human Resources department for further information and review the Intranet for the most up-to-date versions of policies.

Employment at Will

Your employment with Catholic Health is at will. This means your employment is for an indefinite period of time and it is subject to termination by you or Catholic Health, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of Catholic Health shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of Catholic Health employees.

The at-will employment status of an employee of Catholic Health may be modified only in a written employment agreement with that employee which is signed by the President, or the Chairman of the Board of Directors, of Catholic Health.

Nothing in this Handbook is intended to constitute a contract of employment, express or implied.

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Patrick O'Shaughnessey
President and CEO
Catholic Health

Welcome

Welcome to Catholic Health! We are glad to have you as a member of our Team! As an employee of this organization you play a key role in furthering the mission of Catholic Health. You bring your talents to the work at hand. All of us are needed, each person's job is important, and all of us participate in the Mission of Catholic Health.

Thank you for working with your colleagues to help the member organizations of Catholic Health provide the highest quality of care to those we serve. We speak of healthcare as a ministry. Whatever our job is, we all participate in that ministry. We know that you recognize the importance of what you do as an individual and what we accomplish collectively.

This Handbook has been prepared by Catholic Health to inform each employee of our mission, employment practices and policies, as well as the benefits provided to each employee as a valued member of our organization.

About Catholic Health

Catholic Health has been recognized by *Newsday* and *Modern Healthcare* as among the Top Workplaces on Long Island and Best Places to Work, respectively. Catholic Health operates six acute care hospitals, three skilled nursing and rehabilitation facilities, a home nursing service, hospice and a growing network of physician practices and ambulatory care locations.

Under the sponsorship of the Diocese of Rockville Centre, Catholic Health serves hundreds of thousands of Long Islanders each year, offering exceptional emergency medicine, cardiovascular, primary care, oncology, orthopedic and a host of other medical services. Catholic Health continues to meet the needs of the region, inspired by the dedication of our founding religious congregations and rooted in our mission, vision and core values of integrity, compassion, accountability, respect and excellence (I-CARE).

Catholic Health's corporate level provides key functions such as Supply Chain, Physician Partners, Finance, Information Technology, Quality, Care Management, Internal Audit & Compliance, Legal Services, Revenue Cycle, Medical Credentialing, Managed Care, Appeals, Physician Strategy, Accounts Payable, Payroll, Human Resources, Talent Acquisition and Marketing & Communications. This team is spread across several locations and is staffed by professionals in a wide range of disciplines.

With corporate offices at:

Rockville Centre - Administration
992 North Village Avenue
Rockville Centre, New York 11570

Melville
245 Old Country Road
Melville, New York 11747

3 Huntington Quadrangle, Suite 301S & 303S
Melville, New York 11747

320 South Service Road
Melville, New York 11747

Farmingdale
110 Bi-County Boulevard
Farmingdale, New York 11735

Mission, Vision, Values

Catholic Health's mission forms the foundation of our strategic planning and serves as a guide in all of the decisions we make.

Our Mission

We, at Catholic Health, humbly join together to bring Christ's healing mission and the mission of mercy of the Catholic Church expressed in Catholic health care to our communities.

Our Vision

Catholic Health **will be recognized** as the **premier** health system on Long Island.

We **commit to excellence** in all we do by providing care that is **state-of-the-art, compassionate and patient-centered**. Every person, every time.

Driven by **innovation, rooted in our Catholic faith** and grounded in our **humanity**, we will **transform the way health care is delivered** to become the **most trusted health partner** to all communities we serve.

Our Values

I-C-A-R-E

Integrity

Compassion

Accountability

Respect

Excellence

I-ntegrity: We are who we say we are and act in accordance with the splendor of truth of our Catholic moral teaching and our Catholic values.

C-ompassion: We have compassion for our patients, see the suffering of Christ in them, strive to alleviate suffering and serve the spiritual, physical and emotional needs of our patients.

A-ccountability: We take responsibility for our actions and their consequences.

R-espect: We honor the sanctity of life at every stage of life and the dignity of every person, and incorporate all the principles of Catholic social teaching in our relationships and advocacy.

E-xcellence: We seek the glory of God in the compassionate service of our patients, and we strive to do the best that can be done, whatever our role.

The Pillars and Goals

Catholic Health's strategic plan is focused on the following seven pillars and goals:

Mission integration:

Catholic Health's mission, vision and values are the foundation for the pillars set forth below, guiding our strategic planning and operational decisions.

Physician alignment and population health:

To ensure Catholic Health is the first choice for Long Island Doctors, Catholic Health will continue to increase the number of aligned physicians and improve the quality, efficiency and effectiveness of patient care.

Workforce talent and engagement:

Catholic Health seeks to become a preferred place to work as evidenced by the high staff retention and strong employee satisfaction.

Quality and patient safety:

Catholic Health will become a high reliability organization and the safest and highest quality system on Long Island.

Service excellence:

People choose Catholic Health for its stellar patient experience before, during and after a visit.

Growth and partnerships:

Catholic Health's enhanced reputation will foster growth and attract patients, physicians, employees and marketplace partners.

Operational performance and financial sustainability:

By increasing efficiency and strategic growth, Catholic Health will generate operating margins sufficient to support investments in staff, buildings, and equipment.



Ethical and Religious Directives

As a Catholic health care organization sponsored by the Diocese of Rockville Centre, Catholic Health, and each of its entities is committed to following the Ethical and Religious Directives for Catholic Health Care Services as issued by the United States Conference of Catholic Bishops as interpreted by the Bishop of the Diocese of Rockville Centre (the "Directives"). All health care services provided by Catholic Health's entities comply with the Directives.

All employees, staff, administrators, chaplains, physicians, health care personnel, contractors, students/trainees, volunteers, agents, board members/trustees and other members of the Catholic Health community are required to abide by the Directives. Compliance with the Directives is a material condition of any employment or independent contractor arrangement, or any other arrangement with Catholic Health.

Living the Mission

The mission, vision and values set forth above are at the center of our daily work initiative. Each and every employee should make this their daily promise. Incorporating these values into our daily living will encourage a positive change in how we perform our responsibilities.

Our goal is to recognize those employees who perform their work responsibilities, strive to go above and beyond their normal workday, and make that extra effort to enhance and exemplify the "Core ICARE Values."

We celebrate employees who exemplify the mission in their day to day workthrough various programs throughout the health system. This peer nominated award is a huge honor and we look forward to celebrating with you.

Equal Employment Opportunity

Catholic Health is an Equal Opportunity Employer. Catholic Health provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and education.

Respect in the Workplace

Anti-Harassment Policy

Catholic Health prohibits all forms of harassment against employees on the basis of race, color, national origin, religion, sex, age, disability and genetic information, veteran status and other characteristics protected by law.

Catholic Health prohibits retaliation against individuals who, in good faith, complain of any form of harassment on the basis of a protected characteristic including sexual harassment. No person covered by this policy shall be subject to adverse employment action including being discharged, disciplined, or discriminated against for the good faith reporting an incident of harassment, providing information, or otherwise assisting in any investigation of harassment, including any investigation of a sexual harassment complaint.

Catholic Health will conduct a prompt, thorough investigation of all allegations of harassment and retaliation. Any person who is found to have engaged in any form of harassment or retaliation may be subject to corrective action, up to and including discharge. Additionally, any supervisory or managerial personnel who knowingly allow harassment or retaliation to occur may be subject to corrective action, up to and including discharge.

For more information, please view our *Anti-Harassment Policy* on the [Policies](#) page of the intranet.

Sexual Harassment

Catholic Health is dedicated to providing a work environment that is free of discrimination, which encompasses freedom from sexual harassment in any form. Unwelcomed sexual advances, requests for sexual favors, remarks or jokes of a sexual nature, and verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Employment decisions concerning an individual are based on whether the person submitted to or rejected the harassing action; and/or
- Such conduct has the purpose or effect of interfering with an individual's work performance, or creating an intimidating, hostile, or offensive working environment.

All Catholic Health employees receive annual education on Catholic Health's Anti-Harassment and Anti-Sexual Harassment policies. For specific information on the procedures and process associated with Sexual Harassment and the investigation of

such complaints, please see the *Anti-Harassment Policy* on the [Policies](#) page of the intranet.

Diversity and Inclusion

Catholic Health is committed to fostering, cultivating and preserving a culture of diversity and inclusion. We embrace and encourage our employees' differences in age, color, disability, ethnicity, language, national origin, race, religion, socioeconomic status and other characteristics that make our employees unique. All Catholic Health employees have a responsibility to treat others with dignity and respect at all times. Employees are expected to exhibit conduct that reflects inclusion during work, at all work functions on and off the work site and all company sponsored events.

Reasonable Accommodation

Catholic Health does not discriminate against persons who are disabled within the meaning of the Americans with Disabilities Act (ADA) and other applicable laws. As such, Catholic Health will make reasonable accommodations for employees or applicants for employment with disabilities who are otherwise qualified to perform the essential functions of their positions provided that any accommodations do not pose an undue hardship for Catholic Health.

Catholic Health respects the religious beliefs and practices of all employees and applicants for employment and will make, upon request, accommodations for such observances when a reasonable accommodation is available that does not create an undue hardship for Catholic Health.

Employees and applicants for employment in need of an accommodation in order to perform the essential functions of their role should request an accommodation in writing through their manager and/or the Human Resources department and Catholic Health will make a good faith effort to engage with the employee or applicant to identify and provide an appropriate accommodation for the approved individuals.

Violence in the Workplace

Catholic Health's employees' emotional and physical health is of utmost concern. Catholic Health is committed to providing a safe working environment for all employees and has implemented a workplace violence prevention program. Catholic Health expects that each of its employees will conduct himself/herself in a highly professional and responsible manner. In the event that you are the target of workplace harassment or a violent act, or that you witness any harassment, violence or threatened violence against another employee or a patient or visitor, you are required to immediately contact your supervisor and/or Human Resources and, as appropriate, Security for intervention and investigation. Depending on the nature of the violent incident, Catholic Health may be required to engage the local police department to respond to any incidents of workplace violence.

Any employee found to have threatened or engaged in any workplace violence or harassment will be subject to discipline up to and including termination. Employees who, in good faith, report actual or threatened workplace violence or harassment are protected from retaliation.

Employment Classification

Exempt Employees

Exempt employees at Catholic Health are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). Exempt employees are paid on a salary basis, which means they receive the same salary from week to week regardless of how many hours are worked and are not compensated for overtime. Exempt employees who seek to work fewer than their scheduled minimum hours during any week (for example, for vacation) must receive approval from their supervisor in order to do so.

Non-Exempt Employees

Non-exempt employees at Catholic Health are individuals who receive an hourly wage for work performed and are eligible for overtime pursuant to the overtime provisions of the FLSA. Overtime is defined as all hours worked in a workweek in excess of 40 hours. Non-exempt CH employees are typically scheduled for 37.5 hours per week and will receive overtime for hours worked in excess of that schedule.

Eligible employees will receive shift differentials. Shift differentials will be paid for the entire shift if the majority of the hours the employee works are during a shift differential time period.

Full Time Employee

An employee regularly scheduled to work 37.5 hours per week is a full time employee and as such is eligible for full-time accrued benefits (vacation, holiday, sick, and personal time).

Part-Time Employee

An employee regularly scheduled to work fewer than 37.5 hours per week is considered a part-time employee. Part-time employees scheduled to work 15 or more hours per week are eligible for accrued benefits (vacation, holiday, sick and personal time) on a pro-rated basis. All part-time employees, regardless of scheduled hours, are entitled to sick time, in accordance with Catholic Health's *Paid Sick Leave Policy* located on the [Policies](#) page of the intranet.

Per Diem Employee

An employee hired on an "as needed" basis is considered a Per Diem employee. Schedules for such employees will vary according to the needs of Catholic Health. Employees classified as Per Diem shall remain in this classification until officially changed and are ineligible for accrued benefits. Per Diem employees are entitled to sick time accrued at a rate of one (1) hour for every thirty (30) hours worked, in accordance with Catholic Health's Paid Sick Leave Policy located on the [Policies](#) page of the intranet.

Temporary Employee

An employee hired on a full-time or part-time basis for a limited period of time determined at the discretion of the department is considered a Temporary

Employee. Leave replacements, vacation replacements, holiday replacements and employees hired for discrete special projects are considered temporary employees. Temporary employees may be entitled to benefits mandated by law. If a temporary employee applies for and is offered a regular position or is transferred to a regular position, without any break in service, the employee's date of seniority will be the initial starting date of the employee's temporary employment. Temporary Employees who were not benefit-eligible in the temporary position will begin to accrue benefits upon the actual date of transfer from temporary to regular status. Benefit eligibility will begin the first of the month following the actual date of transfer providing the time worked as temporary has satisfied the appropriate waiting period. In addition, for a temporary employee who transfers to a regular position in the same job classification, the employee's introductory period will be retroactive to the first date of the employee's temporary position. If the regular position is in a different job classification than the temporary position, the employee will begin a new introductory period effective as of the first day of the regular employment.

Interns

Catholic Health provides internship opportunities to students who are currently enrolled in accredited institutions of higher education. Internships are unpaid and are intended to be an educational experience for the intern. Interns are not employees of Catholic Health and must be eligible to receive school credit to participate in the internship.

Internships may be available on a case-by-case basis and must be approved by Human Resources, the Center for Performance Excellence and appropriate departmental leadership. An internship may not begin until Catholic Health has entered into an Internship Affiliation Agreement with the institution of higher education from which the intern will receive school credit. Visit the [Center for Performance Excellence](#) intranet site to [view Education Partners](#) or to complete an [Education Agreement Request Form](#). Interns are required to comply with all applicable Catholic Health policies, including policies in this Handbook.

Timekeeping and Payroll

Payroll Information

Work Week

The workweek begins at 12:01 a.m. on Sunday and continues to 12:00 midnight on the following Saturday.

Pay Day

All employees are paid bi-weekly (every other Friday). Each paycheck includes all wages earned up to and including the previous Saturday.

Direct Deposit

Your paycheck may be deposited at a bank of your choice through Direct Deposit. Please visit the Direct Deposit Self-Service Portal on the [MyHR Intranet](#) to set up or modify your Direct Deposit.

Payroll Deductions

There are certain mandated governmental and legal requirements for deductions from your paycheck. This includes Federal Insurance Contribution Act Deductions (FICA), Federal and State Tax Withholding, New York State Disability, and New York State Paid Family Leave.

In addition, there are a variety of other optional deductions that may be made for your benefit and convenience. This includes payments for certain optional insurance coverages, additional life insurance, and tax-sheltered annuities.

Recapture of Overpayment

Due to errors in processing an employee's time records, earnings or leave time, an employee may be paid more than he or she has earned. Catholic Health has instituted a process for identifying, correcting and recovering inadvertent wage overpayments to employees in accordance with New York State law. Such overpayments, as a legal debt, are expected to be promptly repaid to Catholic Health.

Wage Garnishments

The wage garnishment provisions of the Consumer Credit Protection Act (CCPA) protect employees from discharge by their employers because their wages have been garnished for any one debt, and it limits the amount of an employee's earnings that may be garnished in any one week.

Pay Statements

Electronic Pay Statements can be accessed on the [MyHR Intranet](#) page.

Time and Attendance

Non-exempt employees

Catholic Health utilizes a system of rounding in favor of non-exempt employees. Non-exempt employees will be compensated in 15 minute increments. An employee who clocks in between 1 and 7 minutes after the scheduled start of their shift will be paid as though they clocked in on time. An employee who clocks in between 8 and 15 minutes after the scheduled start of their shift will be compensated as though they clocked in 15 minutes late. An employee who clocks out between 1 and 7 minutes after the scheduled end of their shift will be compensated as though they clocked out on time. An employee who clocks out between 8 and 15 minutes after the scheduled end of their shift will be compensated for the entire 15-minute period.

All time worked must be recorded and will be paid. No "off the clock" work is permitted. Any employee who is asked or directed to work off the clock must report this to HR immediately. Any employee who does not take a 30 minute meal period uninterrupted by work must attest to this on his/her time record or otherwise report it to his/her manager in writing so that the meal period can be paid. Whenever possible, employees should advise their supervisor and obtain permission prior to working through a meal period or otherwise outside of their normally scheduled work hours. This time will be paid, however, whether or not it was pre-authorized.

All overtime must be approved by the employee's supervisor in advance. Non-exempt employees who work overtime without approval will be paid. Avoiding consistent overtime work without prior approval is an expectation for continued employment. Non-exempt employees receive straight time compensation for the first 37.5 hours worked per week and time and one-half after 37.5 hours worked per week. Time off for accrued Vacation Days, Personal Days and Holidays does count as time worked in overtime calculations. Sick time does not count as time worked in overtime calculations.

All Non-Exempt, hourly employees will need to request time off in Kronos prior to a holiday in order to utilize the accrued holiday time.

At the end of each pay period, all Non-Exempt employees are required to review their time card, confirm its accuracy, and attest to their time worked by approving their timecard. Any inaccuracies, such as deductions for meal periods the employee missed, must be reported to the employee's supervisor or to Human Resources for correction prior to attesting to the time card in Kronos.

Meals and Rest Periods

Employees working six (6) or more hours are entitled to a thirty-minute unpaid meal break and may have two fifteen-minute paid rest periods.

Part-time employees working a minimum of four (4) hours on any day are entitled to one fifteen-minute paid rest period on that day.

An additional meal period will be offered to employees who work a shift that begins before 11 a.m. and continues after 7 p.m. This second meal period must be at least 20 minutes long and occur between 5 p.m. and 7 p.m.

If an employee works a shift lasting more than six hours that begins between 1 and 6 a.m., the employee is entitled to a 45-minute meal period at a time mid-way between the beginning and end of the employee's shift.

Nursing mothers may express milk during work hours using their normal breaks and meal times. Accommodations can be made if additional break times are needed. Please reference the Nursing Mothers guidelines for more information.

Exempt employees

Exempt employees are required to clock on once a day during their scheduled shift. Employees will be paid according to their scheduled hours.

Exempt staff working less than one half of their regular shift, are expected to supplement their day with accrued paid time off for one-half day. If working more than one half of their shift, their salary will remain whole without the use of benefit time. This should only occur with prior managerial approval and infrequently.

Exempt salaried employees are not compensated for overtime.

All exempt employees are required to attest to their time worked at the end of the pay period, by approving their timecard.

Professional Standards

Standards of Conduct

Catholic Health has high ethical and professional standards, which are embedded in our system's ICARE values of Integrity, Compassion, Accountability, Respect and Excellence. Employees should always be aware of representing these values when interacting with patients, coworkers and visitors.

Since there is no way to identify every possible violation of standards of conduct, the following is a partial list of infractions that employees are expected to avoid at all times.

- Violation of any of the policies set forth in this handbook, posted on the Catholic Health Intranet or in any other Catholic Health communication.
- Falsifying documents or other records including, but not limited to, time records (including failure to properly record time worked), personnel documents or other Catholic Health documents or records.
- Possession, sale or use, or being under the influence of any alcoholic beverage or any drug (other than those for which the employee has a prescription) on Catholic Health property, or while on, or in conjunction with Catholic Health business.
- Engaging in acts of dishonesty, fraud, or theft (including theft of time).
- Solicitation or acceptance of gifts from vendors, patients and families that exceed fifty dollars (\$50) per occurrence for non-meal items associated with vendor sponsored educational sessions and one hundred dollars (\$100) per occurrence for meals associated with vendor sponsored educational sessions.
- Unauthorized possession of Catholic Health or employee property, gambling, carrying weapons or explosives or violating criminal laws on Catholic Health property or while engaged in Catholic Health business.
- Damaging or destroying Catholic Health property.
- Failure to notify your department head that you were arrested or convicted of a felony or misdemeanor.
- Failure to notify your department head of any disciplinary action or proceeding commenced by any licensing, certifying, credentialing or regulatory authority with respect to your professional license, credentials or certification or which otherwise impacts your qualifications or ability to work at Catholic Health or its affiliates.

- Refusing to participate in or otherwise cooperate with any investigation conducted by or on behalf of the Catholic Health, regarding actual, suspected or potential misconduct.
- Insubordination.
- Failure to perform duties as assigned.
- Directing profanity or other verbally abusive behavior towards a colleague, supervisor, patient or visitor.
- Fighting or any other disorderly conduct which may endanger the well-being of others on Catholic Health property or while engaged in Catholic Health business.
- Excessive absenteeism beyond Sick Policy allowance and excessive tardiness.
- Sleeping during work hours or leaving your work area without authorization.
- Other circumstances where Catholic Health feels that corrective action is warranted.

Please refer to the *Standards of Conduct Policy* on the [Policies](#) page of the intranet for more information.

Compliance Program

The Catholic Health Compliance Program is a means to ensure all employees and agents of Catholic Health are conducting their business activities in an ethical and legal manner. The primary focus of the Program is to detect and prevent violations of law before they occur. The Program is overseen by the Catholic Health Chief Compliance Officer and the Internal Audit and Compliance Department and the Compliance Program Handbook sets forth the standards of conduct that employees are expected and required to follow. All Catholic Health employees receive a copy of the Compliance Program Handbook as part of the Orientation process, through the compliance education program or may obtain a copy from the Catholic Health Intranet.

Catholic Health is committed to ensuring that all billing to Medicare, Medicaid and other third-party payors on behalf of Catholic Health's healthcare entities are truthful, accurate and meet the requirements of applicable laws, regulations and contractual requirements, including Federal and state false claims acts and other relevant laws and regulations. As such, all employees and agents must adhere to the Catholic Health Compliance Program which includes the following general standards of conduct.

- *Obey the law* when conducting business on behalf of Catholic Health, including checking with a supervisor or the Compliance Officer before undertaking any action that an individual feels may not be lawful;

- *Be honest and truthful* in all of their dealings with one another and with people or organizations that conduct business with Catholic Health; and
- *Participate in the Catholic Health Compliance Program*, including reporting actual or suspected misconduct and working to correct any improper practices that are identified.

An effective compliance program is every employee's responsibility. Therefore, any person who has knowledge or concern as to the existence of fraud, waste, abuse or the submission of a false claim must immediately report it to their supervisor, Compliance Officer or via the confidential compliance helpline at (866) 272-0004.

For more information, please visit the Catholic Health [Internal Audit and Compliance Intranet Site](#).

Conflicts of Interest

It is Catholic Health policy that all employees and others providing services to or on behalf of Catholic Health act in the best interest of the organization at all times. A conflict of interest may exist whenever an employee is in a situation in which his or her decision-making abilities on behalf of Catholic Health may be impaired or compromised based on his or her financial or other relationship (or the financial or other relationship of his or her family member) with another person, entity, or organization. All recipients have a duty to report potential conflicts of interest to the applicable Catholic Health Entity Compliance Officer. Many conflicts can be resolved in a way that is mutually acceptable to Catholic Health and the individual involved.

For more information, please visit the Catholic Health [Internal Audit and Compliance Intranet Site](#).

Relationships in the Workplace

Catholic Health strives to provide a work environment that is collegial, respectful and productive.

Catholic Health reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who engage in a personal relationship that may affect terms and conditions of employment.

Confidential Information

The nature of our work frequently exposes employees to highly personal and delicate information relating to patients/consumers and, at times, fellow employees and Catholic Health operations. "Confidential Information" includes business plans, methods of operations, pricing policies, marketing strategies, records, trade secrets, financial information, pricing, personnel information and other information regarding Catholic Health, its officers, employees, patients, vendors, finances, financings, billings, payor arrangements, and services that is not generally known, except by persons employed by

Catholic Health, the release of which could be damaging to Catholic Health or its patients, consumers, clients or employees, financially or otherwise. An employee who has access to such Confidential Information shall maintain such Confidential Information in strict confidence and shall not in any manner, directly or indirectly, disclose any Confidential Information to any third party whatsoever, or use for any purpose other than to carry out his or her duties.

As a covered entity defined by Health Insurance Portability and Accountability Act of 1996 as amended by the Health Information Technology for Economic and Clinical Health Act ("HITECH"), and the regulations promulgated thereunder (collectively, "HIPAA"), Catholic Health and each of its employees are subject to and expected to follow the privacy and security provisions of HIPAA. Adhering to the HIPAA Policy is an expectation of continued employment. Violations of this policy will result in corrective action up to and including discharge. Any employee who comes into contact with PHI and improperly accesses or discloses such PHI will be subject to disciplinary action, up to and including termination, in accordance with the Catholic Health HIPAA Policy. An employee who becomes aware of any improper access to, use or disclosure of PHI must report it to his/her immediate supervisor, the compliance officer or another designated person. Employees should contact Human Resources if they are unsure of to whom they should report a suspected HIPAA violation.

Please refer to the *HIPAA Documentation Privacy Policy* on the [Policies](#) page of the intranet for more information.

Dress Code

As representatives of Catholic Health, all employees should be well groomed and dress in a consistent professional or business manner according to the facility and job to which you are assigned. Casual attire is not permitted.

The Dress Code does not replace existing dress requirements for uniformed personnel, or others whose jobs specify a standard for dress for patient or customer interaction, safety or other business reasons. It also applies to all business activity, whether you are onsite, offsite or using remote technology such as video conferencing meeting technology such as Zoom.

Any questions about the requirements of the Dress Code or what constitutes appropriate workplace attire should be directed to the employee's supervisor and/or the Human Resources Department.

Any employee that requires a reasonable dress code accommodation based on religion, disability, or other grounds protected by federal, state, or local laws should contact your local Human Resources Department.

Use of Electronic Communication

E-mail capability is provided to all employees. Access to the Internet will be provided only to those employees who have a legitimate need for such access for Catholic Health business purposes. Employees are responsible for using e-mail and/or Internet resources in an effective, ethical and lawful manner, consistent with Catholic Health Vision, Mission and Values. Inappropriate use of electronic communication may be subject to discipline, up to and including termination.

All electronic communications and Internet access utilizing Catholic Health equipment or property is considered the property of Catholic Health and there is no expectation of privacy in such communications or uses. Therefore, Catholic Health reserves the right to monitor, access, retrieve, read and disclose all electronic communications and to monitor all Internet access. Any and all telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage by an employee by any electronic device or system may be subject to monitoring at any and all times by any lawful means. The electronic devices or systems that may be subject to monitoring include, but are not limited to, computer, telephone, wire, radio or electromagnetic, photoelectronic or photo-optical systems owned or operated by Catholic Health.

If your telephone conversations or transmissions are being monitored pursuant to this section you will be notified in advance by your supervisor.

By acknowledging receipt of the Employee Handbook and employee authorizes Catholic Health to monitor electronic communications and Internet access, including e-mail, which utilizes Catholic Health equipment or property.

Solicitation and Distribution of Materials

Solicitation of any type and for any purpose at Catholic Health facilities or using any Catholic Health equipment, hardware, software, networks, or platforms without express advance permission is prohibited. Employees are not permitted to solicit other employees at any time. Posting flyers or posters or distribution of materials of any kind must first be reviewed and approved by Human Resources and Marketing.

Identification Badge

Employees will be given an identification badge and are required to wear such identification badge at all times when at any Catholic Health facility. The badge must be visible so that employees can be identified by patients, visitors, and other staff as a staff member. Employees are not permitted to wear the identification badge outside of Catholic Health. The badge must be returned to the Human Resources Department upon separation from employment.

Visitors Policy

In order to assure the safety and security of Catholic Health's employees, its visitors, and its property and to ensure that only authorized personnel have access to company facilities, all visitors must be identified and recorded in accordance with building policies and procedures.

Inspection of Parcels

Catholic Health reserves the right to inspect parcels brought onto, or removed from Catholic Health premises.

Inspection of Workspaces

Catholic Health reserves the right to inspect all workspaces, including desks, cubicles, and offices, and the drawers, cabinets and closets located in those workspaces. Catholic Health also reserves the right to inspect any employer-provided storage spaces, such as lockers. Employees have no expectation of privacy in these spaces.

Personal Property

Catholic Health does not assume responsibility for personal property that is lost, stolen, or damaged. Employees should keep their personal property secured.

Telephone Calls/Mail/Photocopying and Facsimiles

Catholic Health telephone service is designed to meet its business needs. Employees are not permitted, except in an emergency, to make and receive personal telephone calls on phones owned by Catholic Health. Employees should not receive personal mail at their work location. Employees are expected to restrict use of personal telephone to your mealtime and rest breaks. The mailroom, photocopying and facsimile machines are to be used for business purposes only.

Telephone conversation on the incoming business lines utilized by employees in certain positions may be monitored and/or recorded from time to time for education, quality control and other business purposes. Employees whose calls are subject to monitoring for business purposes may be required to sign a consent form.

Media Inquiries

Catholic Health is a highly visible integrated health care system. As such, employees may be approached by reporters and other members of the media. In order to ensure that we speak with one voice and provide accurate information about Catholic Health and protect the privacy rights of our patients, employees should direct all media inquiries to the Marketing and Communications Office. No one may issue a press release without first consulting with Marketing and Communications Office.

Social Media

At Catholic Health and its various entities, employees, volunteers and medical staff members use social media to stay informed, connect with colleagues and network with peers. It is important to recognize, however, that the use of social media presents certain risks and carries with it certain responsibilities. For this reason, Catholic Health

has established a Social Media Policy, which employees, volunteers and medical staff members are expected to honor.

Social media postings, even on an employee's private social media channels, that include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may result in disciplinary action. Employees must comply with all applicable intellectual property, trademark, and copyright and fair use laws when posting on social media. Employees must also comply with the Confidential Information policy set forth above. Ultimately, employees are solely responsible for what they post online. Before creating online content, consider some of the risks and rewards that are involved.

For more information, please view the *Social Media Policy* on the [Policies](#) page of the intranet.

Workplace Policies

Normal Workday, Tardiness, and Early Departure

Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work on time as scheduled or return from their scheduled break on time, they must notify their supervisor as soon as possible but no later than their regular starting time or return time. This notification does not excuse the tardiness. Excessive lateness impacts the business and may be addressed through disciplinary action, including termination.

Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately and receive approval to leave work early. Employees are expected to appropriately record the time they left work on their time sheet. Employees who leave work early may be required to utilize accrued time for the period of early departure.

The timekeeping procedures set forth above and in Catholic Health's Timekeeping and Overtime Policy on the [Policies](#) page of the Intranet apply to tardiness and early departure.

Job Abandonment

Employees who fail to report to work for three consecutive days or shifts without notifying their supervisor of the absence will be considered as having voluntarily resigned as a result of job abandonment.

Complaint Resolution

Open Door Policy

Catholic Health endeavors to promote an atmosphere where employees can talk freely with members of the management team if they wish to do so. Employees should feel comfortable discussing any problems or concerns with their supervisor so that appropriate action may be taken. If the supervisor cannot be of assistance, or if the employee feels uncomfortable speaking with the supervisor for any reason, Human Resources is available for consultation and guidance. We welcome the opportunity to help employees whenever feasible.

Internal Complaint Procedures

To foster sound employee-employer relations through communication and reconciliation of work-related problems, Catholic Health provides employees with an established procedure for expressing employment related concerns.

For more information, please view the *Complaint Resolution Policy* on the [Policies](#) page of the intranet.

Whistleblower Protection

The Catholic Health Whistleblower Protection and Non-Retaliation Policy enables individuals to report, without fear of retaliation, concerns regarding suspected unethical and/or illegal conduct or practices on a confidential and, if desired, anonymous basis so that Catholic Health can investigate, address and correct inappropriate conduct and actions. You can report concerns to your supervisor, Compliance Officer or, to anonymously report a concern, contact the Catholic Health Compliance Helpline at (866) 272-0004.

Smoke and Vape Free Policy

Catholic Health prohibits smoking, and vaping on all company premises to provide a safe and healthy work environment for all employees. Smoking is the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." Vaping refers to the use of electronic nicotine or marijuana delivery systems or electronic smoking devices including but not limited to e-cigarettes, e-pipes, e-hookahs and e-cigars.

Use of marijuana and tobacco products are prohibited on all company premises. Tobacco and marijuana products include, but are not limited to, cigarettes, cigars, pipes, and chewing tobacco.

This policy applies to:

- All areas of buildings occupied by company employees, all company-sponsored offsite conferences, meetings and events, all vehicles owned or leased by Catholic Health, and all vehicles in Catholic Health parking lots.
- All company employees, visitors to company premises, contractors and consultants and/or their employees working on company premises, temporary employees, interns, and volunteers.

Failure to adhere to this policy constitutes a violation of Catholic Health's Standards of Conduct.

Your Career at Catholic Health

Pre-Employment Process

All new employees will require a background check and drug screen prior to their start date. Employees who are working in an area where patients may be present are required to receive medical clearance from the Employee Health Department. Primary source verifications will be required for licensed staff.

I-9 Requirements and Eligibility for Employment

Catholic Health must complete Form I-9 to document verification of the identity and employment authorization of each new employee.

Newly hired employees must complete and sign Section 1 of the I-9 no later than the first day of employment.

Newly hired employees must present documentation that establishes their identity and authorization for employment in the United States within 3 business days of starting work for pay. Documents must be unexpired and be on the List of Acceptable Documents provided with the I-9 form. Failure to provide appropriate I-9 documents and/or failure to maintain appropriate authorization to work for Catholic Health will result in termination.

Personal Data

Catholic Health is required by law to keep current employee names and addresses. Employees are responsible for notifying Catholic Health of any changes in personal data. Personal mailing, telephone numbers, names of and number of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

If any personal data has changed please use the self-service portal on the [MyHR intranet](#).

Personnel File Access

Catholic Health employee files are maintained by the Human Resources (HR) department and are considered confidential. Generally, Catholic Health does not provide an employee access to or a copy of his/her personnel file. Requests for access to or a copy of an employee's personnel file by a current employee will be reviewed on a case by case basis and will be processed within 10 days of the request. Employees will not be given access to the personnel file of another current or former employee without a bona fide business-related reason for access to such personnel file.

Introductory Period

Any employee hired on a full-time or part-time basis is considered an Introductory Employee until the employee has successfully completed six months of continuous

employment with satisfactory service. Successful completion of the Introductory Period does not alter the at will nature of employment.

The purpose of the introductory period is to allow the employee time to adjust to his or her new position and environment. This period also allows Catholic Health time to evaluate the employee's potential and performance as a new employee. At the conclusion of the Introductory Period, the employee's manager will provide a formal evaluation.

During an employee's introductory period it is essential that the Supervisor communicate with the employee as to the progress of his/her work. If an employee is having difficulty performing certain tasks, extra education may be necessary in order to help the employee learn the functions satisfactorily.

Introductory employees are not eligible to use accrued vacation time until they have completed their introductory period. Sick time begins accruing immediately upon hire and may be used as needed in accordance with the Catholic Health's Sick Leave Policy.

If, at the end of the introductory period, the employee is deemed not to have met the requirements for the position, the introductory period may be extended. If the situation warrants, the employee may also be subject to disciplinary action up to and including termination.

A new introductory period begins if/when an employee transfers to a new department or changes positions. In that instance, the vacation accrual and benefit waiting periods may be waived.

Learning and Development

At Catholic Health, we believe in providing employees with every resource needed to succeed. Catholic Health offers learning and development opportunities throughout the year to help employees reach their career goals and grow their interpersonal skills. Visit the Catholic Health [Center for Performance Excellence](#) intranet site or contact our team at CPE@chsli.org or LMSAdministrator@chsli.org to learn more about our in-class and online learning and development programs.

Orientation

At Catholic Health we strive to set employees up for success starting on their first day by providing both system-wide and, in some cases, job-specific orientation programs. Arrangements are made to properly orient and familiarize new employees with their specific job, as well as the overall Catholic Health organization.

Onboarding Survey

As part of our onboarding process, Catholic Health sends out a 60 Day Onboarding Survey through Glint, which is designed to engage our employees early on in their employment and gather feedback to ensure a smooth transition into their new roles.

With employee feedback, we are able to help assist with making the employee's experience at Catholic Health a rewarding one. All new employees are encouraged to complete the Onboarding Survey as it helps to improve the onboarding process for future Catholic Health hires.

Transferring within Catholic Health

Catholic Health posts open positions (excluding per diem and temporary positions) on the Catholic Health career site. Job postings are updated regularly. A qualified staff member who has an interest should visit the Catholic Health career site to apply to any open positions. Catholic Health will hire, promote or transfer the candidate who, in its judgment, is the best available candidate for the position. In making that assessment, Catholic Health will consider all of the candidate's attributes including, educational background, and work history, seniority with Catholic Health, job performance and professional references.

In order to qualify to transfer to a new position, an employee is required to have at least one year of continuous satisfactory employment in his/her current job and is required to be in good standing. Catholic Health will consider transfers occurring between six months and less than one year, with manager and human resources approval. Such a transfer will start the employment eligibility process over again which will impact accruals and benefits. Good standing requires that an employee has no record of violating Catholic Health policies or work standards in the previous year of employment and also that he/she has received an overall rating of at least satisfactory on his/her most recent evaluation. All transfers will be subject to review by Human Resources and Management.

For more information, please view the *Entity Transfer Policy* on the [Policies](#) page of the intranet.

Performance

Performance Reviews

In order to attract and retain a highly qualified and competent work force, Catholic Health has instituted a performance management program to evaluate employees' job performance in a fair and equitable manner.

Through this program employees will receive constructive work reviews designed to address performance and skill and developmental needs and interests.

Employees generally receive constructive work reviews on the following schedule:

- **Introductory Appraisal** – introductory period evaluations are conducted at the conclusion of an employee's introductory period (both for new employment and transfer to a new position). This is done to assess the employee's job performance.
- **Annual reviews** are based on a common review date that is determined by the business.

The employee's job description and other assigned duties are to be used when evaluating the employee's performance. The formal evaluation process enables management, in conjunction with staff members, to assess key job responsibilities and address outcomes on special projects and assignments which occur during the review period. In addition, the process allows the manager to specify development plans that will enable employees to improve performance and further their individual goals.

Just Culture

Catholic Health maintains a Just Culture policy which defines a system of shared accountability for performance improvement. In this system, employees are accountable for the quality of their work and are responsible for reporting errors; in turn, the system commits to using the Just Culture Algorithm to arrive at fair, transparent follow-up when mistakes are made. The purpose of this policy is to reinforce a culture of excellence within Catholic Health and to define for managers and staff behavioral expectations consistent with such a culture. A "Just" Culture is neither lenient nor punitive- it balances accountability and learning.

It is the philosophy of Catholic Health to support and maintain a culture where errors, near misses and adverse events can be easily reported and are viewed as an opportunity to learn and improve. "Errors" can occur in clinical and non-clinical environments; for instance, a pattern of lateness can be considered an error or deviation from expected performance. Managers should intervene early and effectively when an employee's performance and/or behavior is inconsistent with the standards, performance expectations and/or the policies and procedures of Catholic Health to help

recognize and correct deficiencies and to identify and correct system issues which may have contributed to the error.

Catholic Health's Performance Management Policy, on the [Policies](#) page of the Intranet, outlines Manager and Employee responsibilities in the Just Culture process for addressing performance issues.

Leaves of Absence

Employees seeking to initiate a leave of absence set forth below should contact Matrix. Employees absent for more than seven (7) calendar days must contact Matrix to initiate a leave of absence request. Eligibility for a leave of absence will be determined by Matrix in conjunction with Catholic Health. Matrix can be reached at 1-877-202-0055. To speak with a Catholic Health Leave of Absence Specialist, please contact MyHR at 516-705-6947 or email MyHR@chsli.org.

Personal Leave

Full-time and benefit eligible part-time employees with at least one (1) year of qualifying employment may request a personal leave of absence through their department, for a period not to exceed four (4) weeks, to take care of unforeseen and/or emergency personal matters. Personal leaves are approved on a case-by-case basis in consultation with the employee, his or her supervisor, and Human Resources. Temporary and per diem employees are not eligible for a personal leave of absence.

Family and Medical Leave

The Family and Medical Leave Act (FMLA) provides employees who have worked at least 1250 hours in the preceding 12 months with up to twelve (12) weeks of unpaid, job protected leave during any 12-month period for the following situations:

- Birth, adoption or placement of a child
- Employee's serious health condition
- Serious health condition of the employee's spouse, son, daughter or parent
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty."

The FMLA also provides twenty-six (26) weeks of leave during a single 12-month period to employees with a need to care for a covered servicemember with a serious injury or illness, if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Leave taken for illnesses or injuries covered by New York State Workers' Compensation or Disability Benefits Law shall count towards an employee's FMLA leave entitlement. For more information, please refer to the *Family Medical Leave Policy* on the [Policies](#) page of the Intranet.

Non-FMLA Medical Leave

Non-FMLA medical leaves of absence may also be granted to employees who might not be eligible for FMLA for his or her own serious health condition or may have exhausted their FMLA. If the need for non-FMLA leave is foreseeable, employees must give at least thirty (30) days prior notice of the need to take a non-FMLA leave of absence. When thirty (30) days' notice is not possible, employees must give notice as soon as

practicable. Failure to provide such notice may be grounds for delaying the start of or denying the non-FMLA leave.

In addition to providing notice to their manager of the need for a leave, employees requesting a non-FMLA leave of absence must contact Matrix and provide a proposed start date and end date for the leave as well as medical documentation supporting the need for the leave of absence and its duration. It is the employee's responsibility to provide Matrix with timely, complete and sufficient medical certifications. Employees will be considered on an unauthorized leave if they are not in compliance with medical certification submission deadlines provided by Matrix.

For more information, please refer to the *Leave of Absence Policy* on the [Policies](#) page of the intranet.

New York State Paid Family Leave

Catholic Health employees with more than 26 weeks of continuous full-time employment or 175 hours of part-time employment may be eligible to take up to twelve (12) weeks of Paid Family Leave in accordance with New York State law. New York State's paid family leave provides job protected paid time off for employees to:

- Bond with a newly born, adopted or fostered child;
- Care for a close relative with a serious health condition; or
- Assist loved ones when a family member is deployed abroad on active military service.

Paid Family Leave is not available for an employee's own health condition. For more information, please refer to the *NYS Paid Family Leave Policy* on the [Policies](#) page of the intranet.

Military Leave

An employee who is a member of a reserve-training unit or is called to active duty may be eligible for a military leave of absence as provided by law, upon presentation of a copy of orders or supporting letter, in advance, to Human Resources.

Returning to Work

Employees must notify Matrix and a Leave of Absence Specialist prior to their expected date of return from leave. If it is a medical leave, the employee must submit written medical documentation from their physician stating the expected return date, restrictions, if any, and the expected duration of such restrictions. Employees will not be permitted to resume work without obtaining the appropriate health clearance. In certain instances, employees may also be required to obtain clearance from Employee Health Services prior to returning to work.

Employees who fail to return to work or fail to contact their supervisor by the expiration date of the medical leave shall be considered to have voluntarily resigned from their employment.

Working Hours, Paid Time Off, and Vacation

Employees of Catholic Health's continuing care entities and Nursing Homes, the Catholic Health Medical Group, and employees covered by collective bargaining agreements, or subject to other contracts should consult the relevant policies and contracts that apply to their employment.

Vacation

Regular full-time and eligible part-time employees receive the following vacation entitlement based on their job classification. An eligible part-time employee is defined as an employee scheduled to work a minimum of 30 hours or more per pay period. Eligible part-time employees receive prorated vacation time.

Initial Vacation	Vacation Accruals Upon Completion of Entitlement
10 days	5 years: 15 days 10 Years: 20 days 15 years: 25 days
15 days	5 years: 20 days 10 Years: 25 days 15 years: ---
20 days	5 years: --- 10 Years: 25 Days 15 years: ---

An employee becomes eligible to use vacation time once they have completed six (6) months of continuous employment.

Vacations must be approved in advance and scheduled in accordance with the staffing needs of the department.

An employee may keep a maximum balance of one and a half times (1.5x) their annual vacation entitlement. Once an employee has reached the maximum accrual, additional vacation time will not continue to accrue. Once the employee's accrual balance again falls below the ongoing balance limit, accruals will begin again.

An employee who has accrued, unused vacation time may not take unpaid time off. Once an employee has utilized all his/her vacation time, an employee will only be permitted to take unpaid time off in extenuating circumstances, at management and Human Resources' sole discretion and approval.

Employees on an approved Leave of Absence should refer to the Catholic Health Leave of Absence policy for guidelines on vacation accruals during a Leave of Absence.

For usage guidelines and additional details, please refer to the *Vacation Policy* on the [Policies](#) page of the intranet.

Personal Days

All full-time and eligible part-time employees receive four (4) personal days each year. Eligible part-time employees receive personal days on a prorated basis; if scheduled to work a minimum of 30 hours or more per pay period. Personal days are accrued on the first of the month each quarter:

- January 1st
- April 1st
- July 1st
- October 1st

Per diem and temporary employees are not eligible for personal days.

New employees must complete three (3) months of continuous employment in order to be eligible for the next accrued personal day (for example, an employee hired in March, would be eligible for the July 1st Personal Day). Introductory employees are permitted to use up to one personal day during their introductory period, provided it has been accrued.

Employees may carry an ongoing balance of 30 hours prorated to their FTE. An employee who reaches the maximum personal day accrual will stop accruing personal days. Once the employee falls below the maximum personal day accrual, s/he will begin accruing personal days again.

Paid Sick Time

Full-time and part-time employees scheduled to work as 0.5 FTE (18.75 hours weekly) and above will accrue sick leave at a rate of one (1) hour for every 20 hours worked up to a maximum of ninety (90) hours per year.

Part-time employees scheduled to work less than 0.5 FTE (fewer than 18.75 hours per week) and per diem employees will accrue sick leave at a rate of one (1) hour for every thirty (30) hours worked up to a maximum of fifty-six (56) hours per year.

New Hires will begin accruing sick leave immediately upon hire. Accrued, unused sick leave balances may be carried over with no limit. Sick days are never paid out upon termination of employment for any reason.

For usage guidelines and additional details, please refer to the *Sick Leave Policy* on the [Policies](#) page of the intranet.

Holidays

All full-time and benefit eligible part-time employees are entitled to certain holidays with pay, prorated based upon the number of hours you are regularly scheduled to work.

Employees may carry a maximum of eight (8) holidays at any time. The holiday schedule will be provided by the local Human Resources Department.

Holidays falling on Saturday will be celebrated the Friday before, Holidays falling on Sunday will be celebrated the Monday following.

Non-exempt staff who work on the actual holiday will be paid time and one-half their regular hourly rate and will be permitted to take a different day off of work for the holiday.

All Non-Exempt, hourly employees who are not scheduled to work on a holiday are required to request holiday time in Kronos during the pay period before the holiday accrues.

Exempt, salaried employees will have holidays pre-populated into Kronos based on the employees' daily scheduled hours. Holiday accruals will be paid based on scheduled hours as long as employees have the time accrued.

Bereavement

All regular full-time and eligible part-time employees are entitled to bereavement time off immediately upon hire.

Immediate family member is defined as the employee's spouse, parent, child, sibling, legal guardian or ward, grandparent, grandchild and all of the above relatives who are in-laws or step-in-laws. If the deceased was not an immediate family member as defined, bereavement pay is not available. Eligible employees may receive paid time off in the amount of up to three, 7.5 hour workdays. Bereavement days must be taken consecutively. Paid time off will be granted to allow the employee time to grieve, attend the funeral and/or make any necessary arrangements associated with the death of an immediate family member.

Employees requiring more than three, 7.5 hour workdays days off or requiring non-consecutive days off may utilize accrued benefit time, with the approval of the employee's manager.

Jury Duty

Employees have a civic obligation to serve as a juror. Upon receipt of a summons for jury duty, an employee must notify their supervisor of the receipt of such summons and the dates on which the employee expects to be called to serve as a juror.

Catholic Health will pay eligible employees who are called to serve on jury duty their regular wages for the full duration of the time served. Employees are not required to sign over to Catholic Health any payment received from the federal, state or local government for jury duty service.

The employee's benefits will remain in effect during jury duty time and employees will continue to accrue vacation, personal and sick time in accordance with Catholic Health policies.

Upon completing jury duty, the employee shall report to work at the beginning of the next scheduled work period. If jury duty does not require the full work day, the employee shall report to work upon completing jury duty for that day.

Voting Time

If employees do not have 4 consecutive non-work hours to vote, either from the opening of the polls to the beginning of their shift, or between the end of their shift and the closing of the polls, employees may take off up to 2 hours, without loss of pay, to allow time to vote if they are a registered voter. Employees requiring time off to vote must notify their supervisor at least two days but not more than 10 days before the election. Employees are expected to cooperate with their supervisor in scheduling the time off to vote and may be asked to schedule this time at either the beginning or end of the shift in order to minimize the disruption to the employee's department.

Blood Donation Leave

In accordance with New York State law, Catholic Health provides employees who work an average of 20 hours or more per week with time off to donate blood. Specifically, employees are entitled to three hours of unpaid leave during any 12-month period to donate blood off-site. In order to be eligible for this leave, an employee must provide his or her supervisor with at least 3 days advance notice of his or her intent to donate blood off-site.

In the alternative, Catholic Health employees may donate blood twice per year at a Catholic Health blood drive that occurs at their work location. Employees who donate blood at a Catholic Health blood drive at their work location during working hours will be paid for that time.

Cyber Security and Digital Devices

Acceptable Use

All users of Catholic Health network and system resources are expected to adhere to the security policies, procedures, and standards of Catholic Health that have been established to support its business processes. Each user is responsible for the security of the information technology environment and must notify the Catholic Health IT Security Office or his/her immediate supervisor if he or she feels that security may have been compromised in any way. Adhering to these policies is an expectation of continued employment.

For more information, please refer to the *Acceptable Use Policy* on the [Policies](#) page of the intranet.

Cyber Security

Catholic Health Information Technology (IT) systems are fundamental to business operations, and any problem affecting IT resources can quickly impact the organization and directly affect the care offered to our patients. Risks are inherent in our business activities and can relate to strategic threats, operational issues, compliance with laws, and reporting obligations. Therefore, it is the responsibility of all CH Employees to protect Protected Health Information (PHI) and organizational data at all times whether in the office or at a remote location.

On an annual basis, all CH employees will be required to take the Information Security Awareness and Training program that educates the workforce on the information security policies and procedures, in accordance with the Information Services Security Awareness and Training Policy.

Responding efficiently and effectively to security incidents is crucial for minimizing risks to the business, Catholic Health patients, and the families of Catholic Health patients. Therefore, Catholic Health has developed a Cybersecurity Incident Response Plan (CIRP), along with an incident response team, to effectively respond to security events.

For more information, please refer to the *Cyber Security Incident Response Plan* on the [Policies](#) page of the intranet.

Notice of Electronic Monitoring

All emails, EPIC System Activities and storage drives are subject to monitoring and deletion by Catholic Health Information Services staff. There is no expectation of privacy with the use of Catholic Health electronic environment and application/communications systems.

No Expectation of Privacy

The CH Resources and User accounts are issued to Users to assist them in the performance of their jobs, and as such, remain the property of CH. Users do not have an expectation of privacy in anything Users create, store, send, or receive on CH Resources. Resources and access to CH Resources are to be used solely for the purpose of CHS business, the User's usual duties, and or other purposes authorized by management.

Waiver of Privacy Rights. Users expressly waive any right of privacy in anything Users create, store, send, or receive on CH Resources, through the Internet or any other CH Network. Users consent to allowing authorized CH IT Services personnel to access and review all materials Users create, store, send, or receive on CH Resources. CH may, but is not obligated to, use human or automated means to monitor use of its Resources, at its discretion.

No Privacy in Communication. Users must never consider electronic communications to be either private or secure. E-mail could potentially be stored indefinitely on any number of CH Resources as well as non CH resources. Copies of your message may be forwarded to others electronically or on paper. In addition, e-mail sent to nonexistent or incorrect usernames may be delivered to the wrong person(s).

Telecommuting

Telecommuting entails a work-at-home arrangement or a remote-access arrangement in which some or all of the employee's work is performed off-site on a routine or regular basis. Not all jobs can be satisfactorily performed remotely or from other locations and as such telecommuting arrangements are to be reviewed for feasibility and approved by an employee's supervisor and department leadership on an individual basis in advance. Employees with approved telecommuting arrangements are expected to work the same schedule and be able to carry out the same duties, assignment and other work obligations remotely as they would when working on-site. Employees who fail to meet established productivity measures may have their telecommuting privileges modified or revoked. Adhering to telecommuting policy is a condition of continued employment. Further, Catholic Health reserves the right to modify, suspend or cancel an employee's telecommuting privileges at any time.

Catholic Health does not reimburse employees for furniture, equipment or supplies for their home offices.

Any telework arrangement must meet job performance and meeting business demands. Telecommuting is not designed to be a replacement for appropriate child or elder care. An individual employee who requires a modified schedule to accommodate child or elder care needs must request such arrangement and receive approval from their supervisor and the Human Resources Department. Prospective telecommuters are

encouraged to discuss expectations of telecommuting with family members prior to entering any telework trial period or arrangement.

Benefits Information

Medical, Dental and Life Insurance

Benefit eligible employees will receive a summary of their benefits during the onboarding process. In order to receive the benefits for which an employee is eligible, the employee is responsible to enroll in and elect such benefits. Employees first become eligible for medical, dental and life insurance on the first of the month following 60 days of employment. Failure to timely enroll in and elect benefits could result in delay in the availability of benefits.

To enroll in benefits or view your current selection, please visit the [Benefits Portal](#). The Catholic Health Benefits Plan design is subject to change at the discretion of Catholic Health.

For questions about benefits, please contact MyHR at 516-705-6947 or MyHR@chsli.org

Pension

Catholic Health is proud to offer a defined benefit pension plan that requires no contribution from and has no cost to the employee. Eligible employees will vest in the pension plan after 5 years of qualifying service at Catholic Health and upon retirement will receive retirement benefits through the Diocese of Rockville Centre Pension Plan.

For more information, please visit the [Pension Self-Service Portal](#).

403(b) Retirement Plan

Catholic Health is proud to offer its employees a generous, market-competitive benefits package which includes a quality retirement savings program and customer-focused experience. Catholic Health has selected a service provider for the voluntary 403(b) Retirement Savings Plan through Fidelity that offersemployees modern, effective tools and quality customer service to assist in planning and saving for retirement.

For more information, please visit the [MyHR Page](#) on the intranet.

EmployeeResources

Catholic HealthCaregivers Fund

The Catholic Health Caregivers Fund is financed by the generosity of Catholic Health staff. The donated funds are dispersed to organizations that help the most underserved individuals, both in the United States and abroad, to be used to purchase essential medical supplies and equipment. Your contribution to the Catholic Health Caregivers Fund is tax deductible for federal income tax, gift and estate tax purposes, as applicable, to the fullest extent allowed by the law. Employees may elect to participate through payroll deductions. For more information see the [Caregiver's Fund Webpage](#) on the Intranet.

Catholic Health Employee Discount Program

Catholic Health employees are entitled to exclusive discounts offered through PerkSpot. Create an account on the [Discount Portal](#) and start saving today!

Credit Union

The Heart Center Credit Union is a not-for-profit, member-owned financial cooperative providing financial banking services to eligible employees. Employees of CH Services and St. Francis Hospital are eligible. This Credit Union offers services such as checking and savings accounts, loans, online banking, and much more!

For more information, call The Heart Center Credit Union at (516)562-6650, email thc@theheartcentercu.com, or visit [The Heart Center Credit Union Website](#).

Educational/Tuition Assistance

Catholic Health encourages employees to develop personally and professionally. To assist in this endeavor, Catholic Health has established an Educational/Tuition Assistance Program which offers reimbursement for approved courses up to a maximum of \$7,000 for each calendar year (prorated for an employee's current FTE status).

To be eligible for tuition reimbursement, an employee must be an active regular full-time or benefit eligible part-time (entitled to this benefits on a prorated basis) employee who has completed one (1) year of continuous service before the course begins. In order to apply, an employee must submit a tuition assistance application (can be found on Catholic Health Intranet) with supervisor approval, itemized bill, and course schedule to MYHR for review.

The employee must receive pre-approval from his/her supervisor prior to beginning the course, must provide evidence of successful completion of the course with a grade of "C" or above and be an active employee at time of course completion. Course work must be related to the business of Catholic Health.

For more information, please visit the [MyHR Page](#) on the intranet, or refer to the *Tuition Assistance Policy* on the [Policies](#) page of the intranet.

Wellness Programs

Catholic Health offers various wellness programs which promote employee health, and disease management and prevention. These programs include, but are not limited to:

- Catholic Health MyStrength, a mental health platform that provides employees and covered dependents with access to helpful resources, as well as teletherapy visits.
- Employee Diabetes Management Program which provides access to diabetes self-management education to all Catholic Health employees and dependents living with diabetes. Employees who meet the criteria and continue engagement in the Diabetes Management Program, and are enrolled in the Catholic Health Medical Plan will have access to free diabetes medications and supplies when filled through the My CHS Rx Pharmacy.
- My CHS Rx Pharmacy, Catholic Health's pharmacy which provides employees with savings on prescription medication, free delivery, and other benefits.
- Live Well, Catholic Health's comprehensive wellness program designed for employees and their dependents, which includes primary care, support for emotional stress, and other lifestyle benefits.

Employee Assistance Program

Corporate Counselling Associates (CCA) is Catholic Health's Employee Assistance Program. This resource is available to employees and their family members free of charge. Areas of assistance include emotional health, substance abuse and addictions, workplace issues, and daily living. CCA can also provide referrals and resources for child care, adult and elder care, legal and financial services. If an employee, on his or her own initiative, seeks services from CCA, the services provided will not be disclosed to Catholic Health.

CCA can be reached 24 hours a day, seven days a week at 1 (800) 833-8707, or on myccaonline.com, Company Code: CHS.

Employment Verification

The Work Number® provides automated employment and income verifications for our employees. The Work Number Client Service Center is available Monday – Friday; 8am – 9pm (ET) at 800.367.2884. For TTY—hearing impaired call 800.424.0253. Employer code is specific to each entity. The CH Services employer code is 17878. For the employer code for other Catholic Health entities, contact MYHR.

Housing Assistance

Catholic Health offers a housing grant program to assist eligible employees reach their goal of owning their own home. This employer-funded grant provides the opportunity for further financial assistance from New York State as well as the county in which the home is purchased, including down payment assistance and funding for necessary home improvements. For more information see the [Housing Assistance Brochure](#).

Nursing Mothers

As part of our family-friendly policies and benefits, Catholic Health supports new mothers by accommodating mothers who wish to express breast milk during the workday. Upon return to work following a leave of absence for the birth of a child, and for up to three years thereafter, employees are permitted to express milk during work hours. Employees are entitled a break every three hours for at least 20 minutes to express breast milk. Employees may use regular paid break or meal time to express breast milk. Employees may also take unpaid breaks to express breast milk, if needed. In such instance, upon approval of the employee's supervisor, employees may supplement the time by using paid time off or making up the time (i.e., starting early or staying late).

Catholic Health prohibits discrimination and harassment of breastfeeding employees who exercise their rights under this policy.

Please reach out to your local Human Resources office for questions and lactation room locations.

Safety

Catholic Health complies with the OSHA standard on chemical safety and the New York State Toxic Substances Law.

It is the responsibility of each employee that all tasks be conducted in a safe and efficient manner complying with all local, state and federal safety and health regulations, programmatic standards, and special safety concerns identified by Catholic Health for use in a particular area.

Safety and Fire Prevention

Fire Safety is emphasized at Catholic Health and employees are urged to be constantly on alert in areas where flammable materials are used. Department Directors and/or supervisors will advise employees about specific safety measures to be used in their particular areas.

Worker's Compensation

Workers' Compensation is a state-mandated benefit for employees with work-related injuries or illnesses. The benefits provided under Workers' Compensation vary depending on the nature of the particular claim.

Employees who have had a job related injury must complete an incident report with their Department Manager immediately. It is the responsibility of all supervisors and managers who are aware of an injury on the job to assist their employees in completing an [Employee Incident Form](#), located on the Intranet. Failure to report such a job-related injury may result in disciplinary action.

If the employee needs to be out of work because of a job-related injury or illness, he or she must contact Employee Health Services (where applicable) or Human Resources (for CHS) and their Department Manager as soon as possible after the injury or illness in order to process the incident report and to assist the employee in obtaining appropriate care.

If the employee needs to be out of work for five (5) or more consecutive days, the employee must initiate a leave of absence with Matrix. Medical documentation supporting the need for the absence and its duration is also required. It is the employee's responsibility to provide Matrix with timely, complete and sufficient medical certifications. Employees will be considered on an unauthorized leave if they are not in compliance with medical certification submission deadlines provided by Matrix.

For more information, please refer to our *Worker's Compensation Policy* on the [Policies](#) page of the Intranet.

Drug Free Workplace Policy

Catholic Health is a drug-free workplace. Catholic Health is committed to protecting the safety, health and well-being of employees, patients, visitors and volunteers and providing a safe, efficient and productive work environment for all employees. With that in mind, certain rules regarding staff behavior are necessary for the efficient operation of Catholic Health and for the benefit and protection of the rights and safety of all. Conduct, such as use of drugs and alcohol interferes with operations and with this commitment.

All prospective employees will be required to successfully pass a pre-employment drug screen.

Employees are prohibited from the use, possession, distribution, manufacturing and sale of alcohol, marijuana and other controlled substances on Catholic Health premises or work sites, and any such activity is grounds for immediate termination.

- The foregoing shall not apply to prescription medications, provided the use of such medications on company time or premises does not render the employee unable to perform the essential functions of the job with or without reasonable accommodation.
- The sale or distribution of alcohol, marijuana or controlled substances on the premises of any Catholic Health facility is grounds for immediate termination of employment.

Guidelines have been established to address circumstances where there is reasonable suspicion that a staff member is impaired, and the question presents if they might be under the influence of alcohol and/ or other drugs while on duty. Employees who are suspected of being under the influence of drugs or alcohol during the work day may be asked to complete a drug screen appropriate to the circumstances. Failure to submit to the drug screen and/or failure to pass the drug screen is grounds for termination.

Catholic Health prohibits retaliatory actions against an individual or group who, in good faith, reports any actual or suspected wrongdoing that is illegal, fraudulent, in violation of any Catholic Health policy, professional standards or Federal, state, or local laws and regulations. All complaints reported will be taken seriously and investigated thoroughly.

Employees with substance use disorder or other alcohol and drug related concerns are encouraged to contact Catholic Health's EAP Program, CCA, which is available for support 24/7 at 800-833-8707 (employer code: CHS). Any services substance use disorder, alcohol or drug related services provided by CCA will be confidential unless such services are mandated by Catholic Health.

For more information, please refer to our Drug and Alcohol Prevention Program Policy on the [Policies](#) page of the Intranet.

Fleet Usage and Driver Safety

Catholic Health's company vehicles are to be driven by authorized employees only. Employees must have a valid and current Driver's license to operate a company vehicle, or a personal vehicle with current auto insurance while on company business. Motor Vehicle Records will be obtained on all drivers prior to being granted authorization to use company vehicles. A copy of the employee's unexpired Driver's License must be kept on file for the duration of employment. Employees are expected to drive in a safe and responsible manner and to maintain a good driving record.

Leaving Catholic Health

Separation of Employment

Voluntary

Employees are required to submit a written letter of resignation to their supervisor indicating their last day of work and a copy of the resignation letter needs to be sent to Human Resources.

In order to qualify for terminal benefits (payout of accrued/unused vacation), employees must give adequate working weeks' notice; which is considered the number of weeks of initial annual vacation for their current position.

Upon submission of resignation, the employee may not use accrued vacation, banked holiday and/or personal days, unless use of vacation and/or personal days was previously scheduled and/or was approved by the employee's supervisor. If prior approval for vacation or personal time was given or if sick time is used during the notice period, the employee's resignation date must be extended by the number of days or weeks the employee was absent in order to satisfy the obligation to give adequate working weeks' notice. Failure to give proper notice will result in forfeiture of accrued vacation time off benefits and may render the employee ineligible for rehire.

Unused sick days, holidays, and/or personal days will not be paid out upon termination.

Separating employees shall return all Catholic Health property including, but not limited to, laptops, phones, keys, and ID badge to their manager on their last day.

Retirement

Employees who are retiring shall contact the Diocese of Rockville Centre Pension Office at least twelve (12) weeks before his/her planned retirement date by emailing hr@drvc.org or by calling (516) 678-5800 (ext. 259). Pension is effective the first of the month following the employee's retirement date.

For further information, please view the [Retirement Information Page](#) on the intranet.

Involuntary

Employees discharged for misconduct will forfeit all accrued/unused benefit time and will not be paid any accrued/unused vacation, holiday, personal and/or sick days.

Employees who are discharged can request a review through the Complaint Resolution procedure.

For more information, please refer to our *Catholic Health Employee Separation Policy* on the [Policies](#) page of the intranet.

[Exit Interviews](#)

When an employee submits a resignation or retirement letter to HR, they will receive a link to their work and personal email to participate in a confidential online survey through GLINT. This survey is an opportunity for separating employees to provide feedback on their experience working at Catholic Health.

For information about benefits post-employment, please contact MYHR at 516-705-6947.

[Employee Reinstatement](#)

Catholic Health recognizes employees who voluntarily separate from employment, were in good standing at the time of resignation, and are re-employed within six (6) months to any Catholic Health entity by restoring certain benefits. If the employee meets the reinstatement criteria, their original hire date will be restored and accruals will begin in the pay period of reinstatement date.

If the employee meets the reinstatement criteria, health benefits are eligible to begin the first of the month following reinstatement.

Catholic Health is not obligated to consider a previous employee for future employment.

For more information, please refer to our *Employee Reinstatement Policy* on the [Policies](#) page of the intranet.

[Unemployment Insurance](#)

Eligible employees are covered in accordance with the New York State Unemployment Insurance Law.

For information, please visit the [NYS Unemployment](#) webpage. The decision as to eligibility for unemployment benefits is made by the Department of Labor.

[COBRA Benefits](#)

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of termination of employment with Catholic Health resulting in loss of eligibility to remain covered under Catholic Health's group health insurance program, separated employees and their eligible dependents may have the right to continued coverage under Catholic Health's health insurance program for a limited period of time at the employee's own expense. COBRA gives Employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Company's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are:

- Termination of employment by employee;
- Reduction in hours worked by employee, resulting in loss of coverage;

- Spouse or dependent become eligible for COBRA when covered Employee drops group plan and becomes eligible and selects coverage through Medicare.

Under COBRA, the Employee or beneficiary pays the full cost of coverage at Catholic Health group rates plus an administrative fee. Catholic Health provides each eligible Employee with a written notice describing rights granted under COBRA when the Employee becomes eligible for coverage under Catholic Health insurance plan. The notice contains important information about the Employee's rights and obligations.

Final Paycheck

Employees will receive their final paycheck on the regularly scheduled pay date after their last day worked.

Final pay stubs will be mailed to the employee's home address. If there is a change to the address, Catholic Health must be informed to ensure the pay stub is mailed to the correct address.

Vacation Payout

As long as adequate notice is provided in a voluntary separation, the separating employee will be paid for unused accrued vacation time (Vacation Payout), capped at the employee's current annual vacation accrual.

Unused accrued holiday, personal and sick time will not be paid to the employee.

An employee who has not completed their introductory period will not be entitled to vacation payout.

Failure to provide adequate notice shall result in forfeiture of payment for accrued benefit time payment and may render the employee ineligible for rehire.

Employment Verification

Catholic Health uses The Work Number® to provide automated employment and income verifications for current and former employees. The Work Number Client Service Center is available Monday – Friday; 7am – 8pm (CT) at 800.367.2884 or at www.theworknumber.com. More information about The Work Number and the required employee codes can be accessed on the [Intranet](#).

COVID-19 and NY HERO Act

COVID-19 Protocols

Catholic Health is committed to maintaining a workplace that is free of recognized hazards to the health and well-being of our patients, residents, employees, students and visitors.

For more information, please visit the [Coronavirus](#) page on the intranet.

NY HERO Act - Infectious Disease Prevention Protocols

Catholic Health adopted a plan in accordance with the NY Hero Act in the event an emergency is declared. If declared, employees will undergo education on the infectious disease.

A copy of the plan can be found on the [Coronavirus](#) page on the intranet.

WE ARE YOUR DOL



Department
of Labor

NY HERO ACT

Model Airborne Infectious Disease Exposure Prevention Plan

The purpose of this plan is to protect employees against exposure and disease during an airborne infectious disease outbreak. This plan goes into effect when an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health. This plan is subject to any additional or greater requirements arising from a declaration of a state of emergency due to an airborne infectious disease, as well as any applicable federal standards.

Employees should report any questions or concerns with the implementation this plan to the designated contact.

This plan applies to all "employees" as defined by the New York State HERO Act, which means any person providing labor or services for remuneration for a private entity or business within the state, without regard to an individual's immigration status, and shall include part-time workers, independent contractors, domestic workers, home care and personal care workers, day laborers, farmworkers and other temporary and seasonal workers. The term also includes individuals working for digital applications or platforms, staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, regardless of whether delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter. The term does not include employees or independent contractors of the state, any political subdivision of the state, a public authority, or any other governmental agency or instrumentality.

As of the date of the publication of this document, while the State continues to deal with COVID-19 and a risk still exists, no designation is in effect at this time. Please check the websites of Departments of Health and Labor for up to date information on whether a designation has been put into effect, as any such designation will be prominently displayed. No employer is required to put a plan into effect absent such a designation by the Commissioner of Health.

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I. RESPONSIBILITIES

This plan applies to all employees of Catholic Health Services, and [all]/[the following work sites]:

245 Old Country Road, Melville	320 South Service Road, Melville
3 Huntington Quadrangle, Melville	Bi-County Blvd, Farmingdale
St. Joseph's Villa, Rockville Centre	100 Quentin Roosevelt Blvd, Garden City

This plan requires commitment to ensure compliance with all plan elements aimed at preventing the spread of infectious disease. The following supervisory employee(s) are designated to enforce compliance with the plan. Additionally, these supervisory employees will act as the designated contacts unless otherwise noted in this plan:

Name	Title	Location	Phone
Linda Foy	AVP, Risk Management	Rockville Centre	516-705-3850
Donna Abrusci	AVP, Human Resources	Melville	631-465-6313
Tony Pellicano	CHRO	Rockville Centre	516-705-3716
Human Resources	Department	Melville	631-465-6410

II. EXPOSURE CONTROLS DURING A DESIGNATED OUTBREAK

A. MINIMUM CONTROLS DURING AN OUTBREAK

During an airborne infectious disease outbreak, the following minimum controls will be used in all areas of the worksite:

- General Awareness:** Individuals may not be aware that they have the infectious disease and can spread it to others. Employees should remember to:
 - Maintain physical distancing;
 - Exercise coughing/sneezing etiquette;
 - Wear face coverings, gloves, and personal protective equipment (PPE), as appropriate;
 - Individuals limit what they touch;
 - Stop social etiquette behaviors such as hugging and hand shaking, and
 - Wash hands properly and often.
- "Stay at Home Policy":** If an employee develops symptoms of the infectious disease, the employee should not be in the workplace. The employee should inform the designated contact and follow New York State Department of Health (NYSDOH) and Centers for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating.
- Health Screening:** Employees will be screened for symptoms of the infectious disease at the beginning of their shift. Employees are to self-monitor throughout their shift and report any new or emerging signs or symptoms of the infectious disease to the designated contact. An employee showing signs or symptoms of the infectious disease should be removed from the workplace and should contact a healthcare professional for instructions. The health screening elements will follow guidance from NYSDOH and CDC guidance, if available.

4. **Face Coverings:** To protect your coworkers, employees will wear face coverings throughout the workday to the greatest extent possible. Face coverings and physical distancing should be used together whenever possible. The face covering must cover the nose and mouth, and fit snugly, but comfortably, against the face. The face covering itself must not create a hazard, e.g. have features could get caught in machinery or cause severe fogging of eyewear. The face coverings must be kept clean and sanitary and changed when soiled, contaminated, or damaged.
5. **Physical Distancing:** Physical distancing will be followed as much as feasible. Avoid unnecessary gatherings and maintain a distance of at least six feet (or as recommended by the NYSDOH/CDC for the infectious agent) from each other. Use a face covering when physical distance cannot be maintained.

In situations where prolonged close contact with other individuals is likely, use the following control methods: (Note to employer: Check off the controls you intend to use and add any additional controls not listed here.)

- restricting or limiting customer or visitor entry;
- limiting occupancy;
- allowing only one person at a time inside small enclosed spaces with poor ventilation;
- reconfiguring workspaces;
- physical barriers;
- signage;
- floor markings;
- telecommuting;
- remote meetings;
- preventing gatherings;
- restricting travel;
- creating new work shifts and/or staggering work hours;
- adjusting break times and lunch periods;
- delivering services remotely or through curb-side pickup;
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible;
- Rearrange traffic flow to allow for one-way walking paths; Designated entrance and exits;
- Signage reminders to adhere to proper hygiene, social distancing rules, use of PPE, and disinfecting protocols.

6. **Hand Hygiene:** To prevent the spread of infection, employees should wash hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands BEFORE and AFTER:
- Touching your eyes, nose, or mouth;
 - Touching your mask;
 - Entering and leaving a public place; and
 - Touching an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens.
- Because hand sanitizers are less effective on soiled hands, wash hands rather than using hand sanitizer when your hands are soiled.
7. **Cleaning and Disinfection:** See Section V of this plan.
8. **"Respiratory Etiquette":** Because infectious diseases can be spread by droplets expelled from the mouth and nose, employees should exercise appropriate respiratory etiquette by covering nose and mouth when sneezing, coughing or yawning.
9. **Special Accommodations for Individuals with Added Risk Factors:** Some employees, due to age, underlying health condition, or other factors, may be at increased risk of severe illness if infected. Please inform your supervisor or the HR department if you fall within this group and need an accommodation.

B. ADVANCED CONTROLS DURING AN OUTBREAK

For activities where the Minimum Controls alone will not provide sufficient protection for employees, additional controls from the following hierarchy may be necessary. Employers should determine if the following are necessary:

1. Elimination: Employers should consider the temporary suspension or elimination of risky activities where adequate controls could not provide sufficient protection for employees.
2. Engineering Controls: Employers should consider appropriate controls to contain and/or remove the infectious agent, prevent the agent from being spread, or isolate the worker from the infectious agent. Examples of engineering controls include:
 - i. Mechanical Ventilation:
 - a. Local Exhaust Ventilation, for example:
 - Ventilated booths (lab hoods);
 - Kitchen Vents; and
 - Vented biosafety cabinets.
 - b. General Ventilation, for example:
 - Dedicated ventilation systems for cooking areas, malls, atriums, surgical suites, manufacturing, welding, indoor painting, laboratories, negative pressure isolation rooms;
 - Increasing the percentage of fresh air introduced into air handling systems;
 - Avoiding air recirculation;
 - Using higher-efficiency air filters in the air handling system;
 - If fans are used in the facility, arrange them so that air does not blow directly from one worker to another; and
 - ii. Natural Ventilation, for example:
 - Opening outside windows and doors to create natural ventilation; and
 - Opening windows on one side of the room to let fresh air in and installing window exhaust fans on the opposite side of the room so that they exhaust air outdoors. *(Note: This method is appropriate only if air will not blow from one person to another.)*
 - iii. Install automatic disinfection systems (e.g., ultraviolet light disinfection systems).
 - iv. Install cleanable barriers such as partitions and/or clear plastic sneeze/cough guards.
 - v. Change layout to avoid points or areas where employees may congregate (e.g., install additional timeclocks).

Subject to changes based on operations and circumstances surrounding the infectious disease, engineering controls that are anticipated to be used are listed in the following table:

Engineering Controls Utilized/Location:
OCR - All restrooms serviced by single roof exhaust fan. 13 Roof Top Units set at 5% fresh air. Air Flow HC Merv 13 air filters.
Administration cubicles provide employee isolation. Clear Plastic barriers installed on low cubicles.
Limited capacity in shared restrooms, conference rooms, break rooms, lunch rooms, etc.

Note to Employer: One of the best ways to reduce exposure to infectious agents is to improve ventilation. The aim is to deliver more "clean air" into an occupied area and exhaust the contaminated air to a safe location. In some cases, the air may have to be filtered before it enters the work area and/or before it is exhausted. Direct the contaminated air away from other individuals and from the building's fresh air intake ports. Consult your ventilation system's manufacturer or service company to determine if improvements are possible for your system.

3. "Administrative Controls" are policies and work rules used to prevent exposure. Examples include:

- Increasing the space between workers;
- Slowing production speed to accommodate fewer workers at a time;
- Disinfecting procedures for specific operations;
- Not shaking out soiled laundry;
- Employee training;
- Identify and prioritize job functions that are essential for continuous operations;
- Cross-train employees to ensure critical operations can continue during worker absence;
- Limit the use of shared workstations;
- Post signs reminding employees of respiratory etiquette, masks, handwashing;
- Rearrange traffic flow to allow for one-way walking paths;
- Provide clearly designated entrance and exits;
- Provide additional short breaks for handwashing and cleaning;
- Establishing pods or cohorts working on same shift;

Subject to changes based on operations and circumstances surrounding the infectious disease, the following specific administrative controls are anticipated to be used:

Administrative Controls Utilized/Location:
When possible continue to have staff work remotely. Alternate days in office, stagger work shifts, monitor break room, and have staff rotate lunch schedules and breaks.
Employees will self-monitor for symptoms of the infectious disease and attest to the absence of symptoms when clocking in for the day via automated attendance system.
All work areas in use are to be cleaned with CDC approved products on a daily basis. Hand hygiene equipment and CDC approved sanitizing products will be provided in high use areas noted above where soap and water are not readily available.
Prompt identification and isolation of potentially infectious individuals. Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site. Deep cleaning of infected area using CDC approved sanitizing products. Contact tracing logs will be placed in each department and other common areas (i.e. +
All staff will be required to enter the building through the designated lobby entrance and badge in at the time clock. This will provide a log of all employees in the building each day. Manual Sign in sheet will be maintained by the security guard at the front desk for all visitors.

4. 10. Personal Protective Equipment (PPE) are devices like eye protection, face shields, respirators , , and gloves that protect the wearer from infection. PPE will be provided, used and maintained in a sanitary and reliable condition at no cost to the employee. The PPE provided to an employee will be based on a hazard assessment for the workplace.

PPE Required - Activity Involved/Location:
Reserve supply of PPE will be available at each location in the event of an airborne infectious disease outbreak.
Masks will be distributed to employees who do not have their own supply.
Masks should be discarded in a closed designated container.
Mask should be stored when not in use in a clean closed container.
<p><i>1 The use of respiratory protection, e.g. an N95 filtering facepiece respirator, requires compliance with the OSHA Respiratory Protection Standard 29 CFR 1910.134 or temporary respiratory protection requirements OSHA allows for during the infectious disease outbreak.</i></p> <p><i>2 Respirators with exhalation valves will release exhaled droplets from the respirators. Respirators are designed to protect the wearer. Surgical masks and face coverings, which are not respirators, are designed to protect others, not the wearer.</i></p>

C. EXPOSURE CONTROL READINESS, MAINTENANCE AND STORAGE:

The controls we have selected will be obtained, properly stored, and maintained so that they are ready for immediate use in the event of an infectious disease outbreak and any applicable expiration dates will be properly considered.

III. HOUSEKEEPING DURING A DESIGNATED OUTBREAK

A. Disinfection Methods and Schedules

Objects that are touched repeatedly by multiple individuals, such as door handles, light switches, control buttons/levers, dials, levers, water faucet handles, computers, phones, or handrails must be cleaned frequently with an appropriate disinfectant. Surfaces that are handled less often, or by fewer individuals, may require less frequent disinfection.

The disinfection methods and schedules selected are based on specific workplace conditions.

The New York State Department of Environmental Conservation (NYSDEC) and the Environmental Protection Agency (EPA) have compiled lists of approved disinfectants that are effective against many infectious agents (see dec.ny.gov and epa.gov/pesticide-registration/selected-epa-registered-disinfectants). Select disinfectants based on NYSDOH and CDC guidance and follow manufacturer guidance for methods, dilution, use, and contact time.

B. Adjustments to Normal Housekeeping Procedures

Normal housekeeping duties and schedules should continue to be followed during an infectious disease outbreak, to the extent practicable and appropriate consistent with NYSDOH and/or CDC guidance in effect at the time. However, routine procedures may need to be adjusted and additional cleaning and disinfecting may be required.

Housekeeping staff may be at increased risk because they may be cleaning many potentially contaminated surfaces. Some housekeeping activities, like dry sweeping, vacuuming, and dusting, can resuspend into the air particles that are contaminated with the infectious agent. For that reason, alternative methods and/or increased levels of protection may be needed.

Rather than dusting, for example, the CDC recommends cleaning surfaces with soap and water before disinfecting them. Conducting housekeeping during “off” hours may also reduce other workers’ exposures to the infectious agent. Best practice dictates that housekeepers should wear respiratory protection. See cdc.gov for more guidance.

C. If an employee develops symptoms of the infectious disease at work, it is ideal to isolate the area in accordance with guidance issued by NYSDOH or the CDC, before cleaning and disinfecting the sick employee’s work area. This delay will allow contaminated droplets to settle out of the air and the space to be ventilated.

D. As feasible, liners should be used in trash containers. Empty the containers often enough to prevent overfilling. Do not forcefully squeeze the air out of the trash bags before tying them closed. Trash containers may contain soiled tissue or face coverings.

IV. INFECTION RESPONSE DURING A DESIGNATED OUTBREAK

If an actual, or suspected, infectious disease case occurs at work, take the following actions:

- Instruct the sick individual to wear a face covering and leave the worksite and follow NYSDOH/CDC guidance.
- Follow local and state authority guidance to inform impacted individuals.

V. TRAINING AND INFORMATION DURING A DESIGNATED OUTBREAK

A. Human Resources

_____ will verbally inform all employees of the existence and location of this Plan, the circumstances it can be activated, the infectious disease standard, employer policies, and employee rights under the HERO Act. (Note: training need not be provided to the following individuals: any individuals working for staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, where delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter)

B. When this plan is activated, all personnel will receive training which will cover all elements of this plan and the following topics:

1. The infectious agent and the disease(s) it can cause;
2. The signs and symptoms of the disease;
3. How the disease can be spread;
4. An explanation of this Exposure Prevention Plan;
5. The activities and locations at our worksite that may involve exposure to the infectious agent;
6. The use and limitations of exposure controls
7. A review of the standard, including employee rights provided under Labor Law, Section 218-B.

C. The training will be

1. Provided at no cost to employees and take place during working hours. If training during normal work hours is not possible, employees will be compensated for the training time (with pay or time off);
2. Appropriate in content and vocabulary to your educational level, literacy, and preferred language; and
3. Verbally provided in person or through telephonic, electronic, or other means.

VI. PLAN EVALUATIONS DURING A DESIGNATED OUTBREAK

The employer will review and revise the plan periodically, upon activation of the plan, and as often as needed to keep up-to-date with current requirements. Document the plan revisions below:

Plan Revision History			
Date	Participants	Major Changes	Approved By

VII. RETALIATION PROTECTIONS AND REPORTING OF ANY VIOLATIONS

No employer, or his or her agent, or person, , acting as or on behalf of a hiring entity, or the officer or agent of any entity, business, corporation, partnership, or limited liability company, shall discriminate, threaten, retaliate against, or take adverse action against any employee for exercising their rights under this plan, including reporting conduct the employee reasonably believes in good faith violates the plan or airborne infectious disease concerns to their employer, government agencies or officials or for refusing to work where an employee reasonably believes in good faith that such work exposes him or her, other workers, or the public to an unreasonable risk of exposure, provided the employee, another employee, or representative has notified the employer verbally or in writing, including electronic communication, of the inconsistent working conditions and the employer's failure to cure or if the employer knew or should have known of the consistent working conditions.

Notification of a violation by an employee may be made verbally or in writing, and without limitation to format including electronic communications. To the extent that communications between the employer and employee regarding a potential risk of exposure are in writing, they shall be maintained by the employer for two years after the conclusion of the designation of a high risk disease from the Commissioner of Health, or two years after the conclusion of the Governor's emergency declaration of a high risk disease. Employer should include contact information to report violations of this plan and retaliation during regular business hours and for weekends/other non-regular business hours when employees may be working.