



CEDAR SINAI PARK

love. honor. respect.

## Instructions For Cedar Sinai Park's Electronic Personnel Policy Handbook

- Go to [www.cedarsinai.org](http://www.cedarsinai.org)
- Click on the words “Learn About Us” near the top left side of the page.
- Then click on the words “Links & Resources” located in the left column.
- Under the section titled “Cedar Sinai Park Resource Documents,” click on “Cedar Sinai Park Personnel Policies.”
- An Adobe Acrobat file will then open. This file contains all of Cedar Sinai Park's Personnel Policies.
- A few tools are available in Adobe to help you search for specific Personnel Policies.
  - Upon initially opening the Personnel Policy file, you should see a list of “Bookmarks” to the very left hand side of your screen. These bookmarks contain a list of all Cedar Sinai Park Personnel Policy sections and individual policies. The Personnel Policy sections will be readily visible. To see the list of individual policies, click on the “+” button to the left of the pertinent section. When you find the policy title you are looking for, click directly on the title.
  - In page 3 of the Personnel Policy file, you will find the Table of Contents. There is a red border/box around each Personnel Policy listed in the Table of Contents. Upon finding the proper policy title, click inside the red box to be directed to your specified policy.
  - If there are key words that you wish to search for within the policies, you may select “Edit” (located at the very top left hand side of the screen) and then “Find.” A box within the toolbar section of the screen (top of screen) should then be highlighted. Please type your key word in this area and hit the “enter” key. The first reference of this word will then appear. Continue to click “enter” to see additional references within the personnel policies.
  - The Personnel Policy file also includes an Index (pages 6-10). Key policy related words are contained in this list. When you find a specific key word that you wish to locate within the Personnel Policies, remember the corresponding policy number and scroll to the Table of Contents (beginning on page 3). Locate the policy number and click within the red box of the policy title to be directed to your specified policy.



CEDAR SINAI PARK

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## PERSONNEL POLICIES

Robison Jewish Health Center  
6125 SW Boundary Street  
Portland, Oregon 97221  
503.535.4300

Rose Schnitzer Manor  
6140 SW Boundary Street  
Portland, Oregon 97221  
503.535.4000

**CEDAR SINAI PARK  
PERSONNEL POLICIES  
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CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: HANDBOOK  
ACKNOWLEDGMENT  
#100

Effective Date: 10/01/10

Approved by:  
David Fuks  
Chief Executive Officer

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I acknowledge that I have been shown how to use the electronic version of Cedar Sinai Park's Personnel Handbook. I have also been offered a printed copy of this handbook at no charge. I am also aware the Personnel Handbook's are available in all Cedar Sinai Park break rooms.

I understand that this handbook contains important information on Cedar Sinai Park policies and benefits and my rights and responsibilities as an employee. I will read the policies in the current handbook. I will also read policy updates as they are issued. I understand that I will be notified about policy updates in writing from the Payroll Office.

**POLICY:** I understand that this handbook replaces all prior handbooks, manuals, policies, summaries and understandings on these subjects, that it is not intended as a complete statement of my rights or responsibilities **and that it is not a contract of employment.** I also understand that all employment with Cedar Sinai Park is "at-will" and can be terminated at any time for any reason. I also understand that Cedar Sinai Park reserves the right to change, substitute, discontinue, interpret and apply, in its sole judgment, all Cedar Sinai Park policies, procedures and benefits.

The above referenced Personnel Handbook cannot be waived or changed, except in writing, signed by the Chief Executive Officer.

**PROCEDURE:** One of the employee's first responsibilities is to be familiar with the contents of the Personnel Handbook. Employees should review the policies with their supervisor or administrator if they have any questions. Violation of personnel policies described in this handbook could lead to disciplinary action up to and including termination of employment.

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Employee Name (please print)

---

Employee signature

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Date

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: INTRODUCTION  
#101

Effective Date: 10/01/10  
Supersedes: 06/21/02

Approved by:  
David Fuks  
Chief Executive Officer

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**POLICY:** The mission of Cedar Sinai Park is to provide residential and community based care to our elders and adults with special needs, allowing them to live with comfort, independence and dignity in a manner and in an environment based on Jewish values. In order to successfully share in this mission, the employee needs to be familiar with the history, philosophy, and services Cedar Sinai Park provides.

**PROCEDURE:** The employee will be familiar with the following:

OUR HISTORY

The campus of Cedar Sinai Park consists of Robison Jewish Health Center, a Medicare and Medicaid licensed skilled nursing and residential care facility, Rose Schnitzer Manor, an assisted living facility, May Terrace, a congregate living facility and Cedar Sinai Park Adult Day Service.

The Robison Jewish Health Center (formally Robison Jewish Home) was established in 1920 by the Jewish Community of Portland to provide a warm and caring semi-protected environment for its elderly. In 1955, the facility was relocated to its present site where it has expanded to meet the needs of the community. The May Terrace was added to the campus in 1984, and the Rose Schnitzer Manor opened in 1998. Adult Day Services opened in 1999, offering family caregivers convenient, flexible respite and providing seniors with a stimulating and nurturing environment.

In 2007, Sinai Family Home Services, a joint venture between Cedar Sinai Park and Jewish Family and Child Service, opened at separate location along Beaverton Hillsdale Highway. Sinai Family Home Services provides compassionate, consistent in-home care around the clock, seven days a week. Also in 2007, Rose Schnitzer Tower joined the Cedar Sinai Park family, ensuring the preservation of affordable, independent housing downtown.

OUR PHILOSOPHY

Cedar Sinai Park is dedicated to meeting the health and social long-term care needs of the elderly we serve. We encourage all residents to be as independent as possible, to maintain community contacts, and to continue to pursue lifelong skills and interests; all staff members are expected to facilitate in this pursuit. Services and activities are provided to maintain or improve the capabilities of each resident with the emphasis on their abilities rather than disabilities, and on achieving a maximum level of function. We strive to create a homelike environment that encourages residents' choices and promotes the least restrictive lifestyle.

IN OUR JEWISH TRADITION

Cedar Sinai Park is an integral part of the Portland Jewish Community. Its Board of Directors is selected from members of the community at large. As an agency supported by the Portland Jewish

Federation of Greater Portland, Cedar Sinai Park coordinates its services to the elderly with other member agencies such as Jewish Family and Child Service and the Mittleman Jewish Community Center.

The Jewish Federation provides a substantial subsidy which enables it to provide the quality programs and services reflective of the community's expectations. The Robison Jewish Health Center Sisterhood provides strong support to the residents with both financial and volunteer services. Many residents continue to remain actively involved in the Jewish community through attendance at special events at the synagogues as well as Sisterhood luncheons, Hadassah and other groups. Kosher dietary laws are carefully observed, and national and Jewish religious holidays are celebrated with special menus. Families of residents are encouraged to join them for these occasions.

Cedar Sinai Park is a vital and growing organization. Through a supportive community, a committed Board, a hard-working Sisterhood, and a dedicated staff, Cedar Sinai Park has established a fine reputation.

#### RANGE OF SERVICES

The buildings of the Cedar Sinai Park campus are spacious and attractively decorated. Open floor plans encourages socialization among the residents. The living room, dining room, synagogue, beauty shop, activity center and rehabilitation departments are easily accessible to all residents. The residents' rooms are attractive and individualized by personal belongings and furniture. Most rooms of Robison Jewish Health Center are double occupancy with a few private rooms in each section. The extensively landscaped grounds with patios, gardens and greenhouse add to the beauty of the Campus.

Cedar Sinai Park is staffed by professionals providing the comprehensive supportive services of the following:

- Activities/Religious Events
- Administration
- Beauty/Barber Shop
- Building Services-Housekeeping, Laundry, Maintenance
- Dental Service Program
- Dietary Services, Food Services, and Nutritional Counseling
- Adult Day Services
- In-services and Education
- Medical, Nursing and Health Services
- Optical Services
- Pharmacy
- Podiatry
- Psychiatric Consultation
- Rehabilitation Services-Occupational, Physical and Speech Therapy
- Social Services
- Volunteers

#### OUR BUSINESS IS PEOPLE

The residents we serve have special limitations, thus they need understanding, patience and support. They especially need respect and dignity as individuals. Regardless of the severity of their limitations, the residents' most precious possession is pride in their acceptance as individuals of value to their community.

In order to provide this to our residents, a number of very practical things must be kept in mind.

- Each resident's personal privacy should always be respected. Individuals should not enter a resident's room without permission. If a resident needs personal attention, the nurse or caregiver should be notified immediately.
- If the whereabouts of a resident are uncertain, the nursing staff or health services staff must be notified immediately.
- If a resident exhibits verbally abusive behavior, employees will report it to the nurse or unit leader but must keep in mind the role the resident's illness may play in such an instance. Employees must not engage in arguments with a resident or his/her family. The supervisor should be notified of any incidents that occur.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: THE PERSONNEL  
HANDBOOK: NOT A CONTRACT  
#102

Effective Date: 06/21/02  
Supersedes: 08/01/99

Approved by:  
David Fuks  
Chief Executive Officer

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**THIS PERSONNEL HANDBOOK IS NOT A CONTRACT**

**POLICY:** Cedar Sinai Park reserves full discretionary authority to interpret and apply, in its sole judgment, all policies and procedures including all those summarized in this handbook. Cedar Sinai Park reserves exclusive authority to determine how those policies and procedures apply to specific issues in specific circumstances. Cedar Sinai Park's determination on all such matters is final and binding. The employee may not be entitled to any benefit, procedure or right greater than provided in this handbook without an express written agreement signed by the Chief Executive Officer. No provision of this handbook may be modified or supplemented except in writing, signed by the Chief Executive Officer.

**PROCEDURE:** This handbook provides information on Cedar Sinai Park's personnel policies and benefits and supersedes all previous policies, rules, procedures and benefits, both oral and written, as well as past practices. This handbook is not a formal or exhaustive statement of the employee's rights or responsibilities and is not a contract of employment. Cedar Sinai Park's flexibility in making changes in its policies and procedures has resulted in continuing overall improvement in working conditions and benefits. Because Cedar Sinai Park must retain that flexibility to meet future challenges, it reserves the right to amend, modify and eliminate any of these policies and procedures at any time.

Some of the provisions in this handbook are required by federal and state laws and are therefore subject to change to comply with changes in those laws and regulations.

The information contained in this handbook applies to all staff with the exception of instances where the contract between the Chief Executive Officer and the Board of Trustees supersedes. One of the employee's first responsibilities is to be familiar with the contents of this handbook. Employees should review it with their supervisor or administrator if they have any questions. Violation of personnel policies described in this handbook could lead to disciplinary action up to and including termination of employment.

Employees are responsible for keeping their manuals up-to-date. For this reason, the policies are in a 3-ring notebook. Copies of new policies will be distributed to be put into the notebook. A current copy will be maintained in the Personnel Office and employees may consult it during office hours, Monday-Friday.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: EMPLOYMENT  
RELATIONSHIP  
#201

Effective Date: 10/01/10  
Supersedes: 06/21/02

Approved by:  
David Fuks  
Chief Executive Officer

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### **EMPLOYMENT RELATIONSHIP**

Employment with Cedar Sinai Park is entered into voluntarily, and employees are free to resign at any time (see #600 - RESIGNATION). Similarly, Cedar Sinai Park is free to end the employment relationship at any time for any reason or no reason. Like all other provisions in this handbook, this provision may not be changed for anyone except in writing, signed by the Chief Executive Officer.

### **EQUAL OPPORTUNITY EMPLOYER**

Cedar Sinai Park is proud of its record as an equal opportunity employer, treating staff and applicants on the basis of qualifications and merit and without regard to race, color, creed, religion, gender, age (over 18), national origin, marital status, physical or mental disability, genetic information, veteran status, sexual orientation, juvenile record that has been expunged, or any other status or characteristic protected by any law applicable (except in limited circumstances where gender or another protected characteristic is a bona fide occupational qualification). Cedar Sinai Park adheres to the Oregon Fair Employment Practices Act.

Discrimination or harassment based on any of the above factors is inconsistent with the philosophy of Cedar Sinai Park and will not be tolerated. This policy of nondiscrimination will prevail throughout every aspect of the employment relationship, including recruitment, selection, compensation, promotion, transfer, layoff, recall, termination and dispute resolution.

Management provides and supports the Grievance Procedure (see policy #416) for receiving and resolving complaints alleging discriminatory practices in employment relations. Employees are responsible to bring any questions, issues or complaints to the attention of management.

### **AMERICANS WITH DISABILITIES ACT (ADA), REASONABLE ACCOMMODATION**

Cedar Sinai Park ensures equal employment opportunities to qualified individuals with disabilities and will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship to the organization would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should request such an accommodation from the individual interviewing them or in the case of an employee, from their supervisor. The individual with the disability should specify the accommodation needed to perform the job. The organization will then conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job. The organization will identify possible accommodations, if

any, that will help eliminate the limitations. If the accommodations are reasonable and will not impose an undue hardship, Cedar Sinai Park will make the accommodation.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: DEFINITION OF  
EMPLOYMENT STATUS  
#202

Effective Date: 10/01/10  
Supersedes: 06/01/06

Approved by:  
David Fuks  
Chief Executive Officer

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## **DEFINITION OF EMPLOYMENT STATUS**

**POLICY:** Cedar Sinai Park classifies its employees based on specific definitions. These definitions are used in determining employees' eligibility for benefits.

**PROCEDURE:** Following is the list of terms use to describe classifications of employment:

### **REGULAR BENEFIT**

Full-time and part-time staff who have regularly scheduled hours of work and are eligible for benefits. On-call staff are not regular employees.

### **RJHC NURSING REGULAR LIMITED-BENEFIT**

Full-time and part-time RJHC Nursing staff who have regularly scheduled hours of work and are eligible for limited benefits.

### **FULL-TIME**

Staff regularly scheduled 30 hours or more per work week.

### **PART-TIME**

Staff regularly scheduled 24 to 30 hours per work week.

Robison Jewish Health Center Nursing Department staff working 22.50 to 30 hours per work week are part-time staff.

### **ON-CALL**

Staff who do not have a regular schedule but work on an as-needed basis. These employees are not eligible for benefits.

### **SALARY/EXEMPT**

Staff who are paid on a biweekly basis and whose positions meet specific tests established by the Fair Labor Standards Act (FLSA). Such employees are exempt from overtime pay requirements. Job descriptions will state which employees are in this category.

### **HOURLY/NON-EXEMPT**

Staff who are paid on an hourly basis and whose positions do not meet FLSA exemption tests. Such employees are paid one and one-half times their regular rate of pay for hours worked in excess of

40 per week.

WORK DAY

A normal working day at Cedar Sinai Park consists of eight hours, although there is no guarantee of this or any other amount of work. Some staff are scheduled to work more or less than eight hours per day.

WORK WEEK

The work week begins at 12:01 a.m., Sunday and ends at 12:00 midnight, Saturday. The work week is the week used in determining overtime.

MINORS

The Wage and Hour Commission is responsible for setting minimum standards for the wages, hours, and working conditions for anyone not yet 18 years of age. Applications for work permits may be obtained from any high school office, most Oregon Employment Offices, or any Bureau of Labor and Industries office at no charge.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: HIRING OF EMPLOYEES  
#203

Effective Date: 08/02/02  
Supersedes: 08/01/98

Approved by:  
David Fuks  
Chief Executive Officer

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## **HIRING OF EMPLOYEES**

**POLICY:** Cedar Sinai Park is responsible for recruiting, hiring, orienting and maintaining a work force that will meet the needs of the population served. Cedar Sinai Park engages the best possible staff available within the confines of the resources available. All staff employed must be appropriately screened and oriented prior to starting work.

**PROCEDURE:** The supervisor/designee of a department with a position opening will ask their respective administrator's administrative assistant to post the position in-house as well as advertise the position publicly.

For qualifying applicants, the supervisor/designee will complete the following:

1. A copy of a current license or certification if required for the position will be verified in writing as being current and duly noted on the application.
2. A minimum of two employment references listed on the application/resume will be contacted. Dates of employment and job responsibilities will be verified.
3. A formal interview will be scheduled with each qualified applicant. During the interview, skills assessment appropriate for the position will be conducted to ensure the applicant's qualifications meet the requirements of the job description. All employment offers are contingent upon the successful passing of a criminal history screening and drug test.
4. Upon satisfactory completion of #1, #2, and #3, the supervisor/designee will complete an Employment Form and submit it with the application and a copy of the license/certification to the Payroll Coordinator. The supervisor/designee will ensure all information is complete and arrange a post-offer pre-employment drug test for the applicant. (See Policy #405) The supervisor/designee will also ensure that the applicant has completed criminal history paperwork; these documents need to be forwarded to RJHC Administrator's Administrative Assistant (for potential RJHC employees) and the RSM Director (for potential RSM employees). Once the confirmation of successful completion of the drug test is received and the criminal background check has been sent/faxed to Seniors and People with Disabilities Division, the supervisor/designee will notify the applicant that they are eligible to begin employment.
5. Employees will be "actively monitored by someone who is fit" through the institution's orientation and supervision standards while on duty until a fitness determination has

been made. Employees living outside of Oregon for 60 or more continuous days during the last three years will also be subject to fingerprinting (OAR 411-009-000 through 411-009-0110). If fingerprints are requested, employees have five (5) working days to obtain the prints and forward them to RJHC Administrator's Administrative Assistant (for RJHC employees) and the RSM Director (for RSM employees).

6. The department supervisor/designee will ensure the completion of the new employee packet and initiation of TB test before the new employee starts regular work.
7. A post-offer employment physical agility assessment will be conducted to ensure the employee's proper body mechanics with or without reasonable accommodations.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: LENGTH OF SERVICE  
#204

Effective Date: 06/21/02  
Supersedes: 08/01/98

Approved by:  
David Fuks  
Chief Executive Officer

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### **LENGTH OF SERVICE**

**POLICY:** Length of service may affect the employee's rights in layoffs and recalls (see Policy #601), scheduling vacations, and accruing C.A.L. time, extended illness, and other benefits (see Policy #305). The last day of work will be treated as the date of separation from employment.

**PROCEDURE:** The date of hire is the first day the employee reports to work as scheduled. The employee will be credited with one year of service for every year worked from date of hire. If the employee returns to work within 120 calendar days after voluntary separation, layoff, or leave, length of service rights will be restored. In such a case, the employee will be rehired contingent upon successful completion of pre-employment screenings.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: EMPLOYMENT OF  
RELATIVES  
#205

Effective Date: 06/21/02  
Supersedes: 08/01/98

Approved by:  
David Fuks  
Chief Executive Officer

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### **EMPLOYMENT OF RELATIVES**

**POLICY:** Applicants who are related to staff or former staff members are considered solely on the basis of their qualifications and without regard to family relationships.

**PROCEDURE:** The sole exception to this policy is that employees will not be hired, promoted or transferred into a position which places them under or over their family member who exercises supervisory, appointment or grievance adjustment authority. Members of an employee's family means domestic partner, wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, uncle, niece, nephew, step-parent or step-child of the employee.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: JOB DESCRIPTIONS  
#206

Effective Date: 10/01/10  
Supersedes: 06/21/02

Approved by:  
David Fuks  
Chief Executive Officer

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## **JOB DESCRIPTIONS**

**POLICY:** Every position within Cedar Sinai Park has a job description indicating the responsibilities and educational, training, and safety requirements.

**PROCEDURE:** A job description lists job responsibilities. Each employee has a job description. Each job description is designed to meet the needs of our residents and may change from time to time. It is the employees' responsibility to be familiar with their job descriptions and discuss any questions with their supervisors.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: PERFORMANCE  
APPRAISALS  
#207

Effective Date: 10/01/10  
Supersedes: 06/02/02

Approved by:  
David Fuks  
Chief Executive Officer

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### **PERFORMANCE APPRAISALS**

**POLICY:** Employees will receive a performance appraisal following the first three months of employment and annually thereafter.

**PROCEDURE:** The purpose of appraisals is to review job duties and responsibilities, performance and progress, and to identify areas of strength as well as areas where improvements can be made.

All performance reviews will be summarized in writing and the employee will be asked to acknowledge receipt. The employee will have the opportunity to review the appraisals, comment in writing, and to challenge ratings or comments which the employee deems to be inaccurate. Copies of the performance appraisals are retained in the employee's personnel file.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: TRANSFERS/PROMOTIONS  
#208

Effective Date: 02/17/11  
Supersedes: 06/21/02

Approved by:  
David Fuks  
Chief Executive Officer

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## **TRANSFERS/PROMOTIONS**

**POLICY:** It is the policy of Cedar Sinai Park to enhance personal and professional growth of employees by promoting from within the organization. Employees may be transferred, promoted or assigned to perform work outside their regular job classification or department at Cedar Sinai Park's discretion.

**PROCEDURE:** Employees interested in pursuing transfer or promotion within Cedar Sinai Park must notify and obtain approval from their current department manager prior to pursuing the transfer or promotion.

The following are some factors to be considered in determining eligibility for promotion or transfer:

- Attendance, safety and disciplinary records;
- Skill and ability to do the required work;
- Past production record and work performance;
- Effect of the promotion/transfer on the efficiency of Cedar Sinai Park's operations

It is the responsibility of the recruiting department manager to complete appropriate forms for status changes (i.e. change in department, job title, hours) of employees. These forms are forwarded to the Personnel Office and retained in employees' files.

Recruiting and transferring department managers will strive to ensure that intercompany employee transfers occur within 45 days of the date that a transfer decision is agreed upon. If a transfer is delayed more than 45 days, the transferring department manager will be required to pay the employee at their anticipated higher rate of pay, starting on the 45<sup>th</sup> day, until the transfer is possible.

If the transferred employee is unable to perform the required work in the new position, the employee may be returned to their original job if a vacancy exists. If no vacancy exists in the original position, the employee may apply for any job vacancy for which he/she is qualified.

Position openings are posted by the time clock for five working days.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: ELECTRONIC  
COMMUNICATIONS  
#209

Effective Date: 11/23/11

Approved by:  
David Fuks  
Chief Executive Officer

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## **ELECTRONIC COMMUNICATIONS**

**POLICY:** Cedar Sinai Park (CSP) will periodically communicate important information to staff electronically. Staff will have the option of providing CSP with a personal e-mail address or obtaining a Cedar Sinai Park e-mail address in order to receive electronic communications. It is staff's responsibility to periodically check their e-mail account for CSP messages. Staff may be asked to respond, confirming receipt of an e-mail or acknowledging their understanding of conveyed messages when appropriate.

It is highly encouraged that employees receive CSP communications electronically; however, it is not a job requirement. Employees who elect not to receive CSP electronic communications will receive communication notices with their paychecks.

CSP is not responsible for personal costs incurred by employees related to receiving or accessing electronic communications from CSP. Examples of such costs include but are not limited to hardware, software, Internet provider services and connection fees.

**PROCEDURE:** Upon hire, the Payroll Office will ask employees if they wish to receive electronic communications from CSP. If electronic communication is desired, employees will either provide the Payroll Office with their personal e-mail address or request a CSP e-mail account. Employees will be responsible for notifying the Payroll Office of e-mail address changes if they choose to receive CSP communications through their personal e-mail account. If a CSP e-mail account is desired, the campus IT Coordinator will issue the e-mail address and instruct the employee about account usage and access.

CSP will ensure that e-mail addresses are used for business purposes only. Electronic communications will be distributed in a manner so that e-mail addresses are not visible to recipients.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: PAYROLL  
#300

Effective Date: 02/17/11  
Supersedes: 10/01/10

Approved by:  
David Fuks  
Chief Executive Officer

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## **PAYROLL**

**POLICY:** Payroll is paid on a biweekly pay schedule - a copy of this schedule can be obtained from the Payroll Office. Payday is on the Thursday following the end of a pay period.

**PROCEDURE:** Paychecks will be distributed by the supervisors no sooner than 11:00 a.m. on payday. Employees are required to pick up checks in person. No paychecks will be issued to anyone other than the employee without signed authorization. If possible, checks will be distributed on the day before the scheduled payday when the payday occurs on a holiday. Employees are expected to review his or her pay check every pay period for accuracy.

### **AUTOMATIC BANK DEPOSIT**

Many of our employees find it convenient to have their regular paycheck automatically deposited in their bank account. Your funds are available the morning of each payday, subject to the policy guidelines of your bank. Although automatically deposited paychecks may be available in your bank account prior to the payday, Cedar Sinai Park makes no commitment to deliver funds before the actual payday. Employees are responsible for ensuring that funds have been received in their bank account prior to issuing checks against those funds. Employees interested in initiating automatic deposit should contact the Payroll Department.

### **PAYROLL DEDUCTIONS**

Certain amounts required by law are automatically deducted from paychecks, such as Social Security, Federal and State taxes, and garnishments. Employees may authorize a limited number of other deductions such as health insurance premiums, tax sheltered annuity payments and money for deposit into savings accounts.

### **SOCIAL SECURITY**

Employees are covered by the Federal Social Security Act. A required percentage of each employee's pay is deducted to pay that employee's portion of this protection, and Cedar Sinai Park's contribution is in compliance with Federal law. This plan is designed for the employees' future security and that of their dependents by providing retirement, disability, survivor and Medicare benefits.

### **SALARY ADVANCES**

No salary advances are given. Cedar Sinai Park recommends that employees make use of the credit union for loans. Employees who work a full pay period and plan to leave on vacation before payday may make special arrangements with the payroll coordinator (at least a week in advance) to obtain their paychecks early. An employee's C.A.L hours may also be available to be paid. (see Section 306)

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: LOST OR STALE DATED  
PAYCHECKS  
#300A

Effective Date: 02/07/08

Approved by:  
David Fuks  
Chief Executive Officer

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### **LOST OR STALE DATED PAYCHECKS**

**POLICY:** Lost paychecks or paychecks that have not been negotiated (cashed, deposited) in a timely manner will be replaced as quickly as possible. A \$20.00 fee associated with the cost of replacing each payroll check will be assessed (charged) to the employee. That fee will be waived (canceled) if the employee elects and maintains an automatic electronic direct deposit of their payroll check through the Cedar Sinai Park Payroll Department concurrent with the replacement of the lost or stale dated check.

**PROCEDURE:** Employees who have lost their payroll check or are in possession of a check that has not been negotiated in a timely manner must request from the Payroll Coordinator a replacement check. The Payroll Coordinator will cause a stop payment order to be issued for the original check and will create a replacement check for the amount of the original check, less the \$20.00 replacement fee.

If the employee elects at that time to receive their paycheck through direct deposit, the \$20.00 fee will be waived (canceled).

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: PAY TYPES  
#302

Effective Date: 04/07/05  
Supersedes: 07/15/02

Approved by:  
David Fuks  
Chief Executive Officer

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## **TYPES OF PAY**

**POLICY:** Cedar Sinai Park (CSP) offers hourly/non-exempt employees comparable pay rates based on the wage index. Salary/exempt employees' pay rates may be negotiable upon hire.

Hourly/non-exempt employees receive overtime pay which meets or exceeds the requirements of federal and state laws. Cedar Sinai Park also offers job specific differentials and bonuses for certain classes of employees and under certain circumstances.

## **PROCEDURE:**

### **OVERTIME**

Non-exempt employees will receive one and one-half times their regular rate for hours exceeding 40 in a work week. The work week begins at 12:01 a.m., Sunday and ends at 12:00 midnight, Saturday. The work week is the week used in determining overtime. (see Section 202, Definition of Employment Status).

Holidays or other time paid but not worked are not included in the computation for overtime pay.

All overtime must have prior authorization from employees' supervisor/designee. If an employee has unauthorized overtime that employee will be paid, but will be subject to disciplinary action. Available shifts will be offered to on-call staff first.

### **STAND-BY ON-CALL**

Hourly/non-exempt part-time and full-time staff who are scheduled and authorized by their supervisor to be on stand-by on-call duty during time off hours will receive an on-call premium in addition to any hours worked during the designated on-call period of time.

### **SHIFT DIFFERENTIALS**

Nursing and Health Services staff members who work evening and night shifts will receive a shift differential. Other differentials may be made for reasons such as additional duties or responsibilities.

### **BONUSES**

- Discretionary bonuses may be made to exempt staff based on production, efficiency and extra performance hours.
- Certified Nursing Assistants and Personal Assistants will receive an attendance bonus for fulfilling their scheduled shifts with no unexpected absences. This is determined on a pay period by pay

period basis.

- Bonus programs for specific positions or departments may be implemented in response to recruitment needs and market demands for qualified individuals.

#### WORKING OUT OF CLASS

CSP staff members who work out of class for more than three consecutive days in duration will receive a 15% temporary wage increase. Working out of class is defined as instances when an employee is assigned additional responsibilities of a higher level job class/job description. Employees are not eligible for working out of class pay if they are fulfilling job tasks/duties as described in their current job title or job description.

#### RATE ADJUSTMENTS

Job classifications are periodically reviewed, and where appropriate, wage adjustments may follow. Performance appraisals and anniversary dates do not automatically result in salary increases.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: BREAK AND MEALTIME  
#303

Effective Date: 10/01/10  
Supersedes: 02/23/06

Approved by:  
David Fuks  
Chief Executive Officer

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### **BREAK AND MEALTIME**

**POLICY:** Employees are entitled and required to take one paid 15 minute break for every four hours worked or major portion thereof in the work period. The Bureau of Labor defines "major portion thereof" as anything over two hours worked. Employees will be given one 15 minute break if they have worked over two hours since their last break/meal period. Therefore, in a six hour shift, an employee is required to take two 15 minute breaks.

Employees are also entitled and required to take one 30 minute unpaid mealtime break for every shift over 6 hours. At 5 hours worked, the time clock will deduct 30 minutes. Employees who do not take a 30 minute break during a 5-6 hour shift must inform their supervisor so that their hours will be adjusted appropriately.

**PROCEDURE:** Unused break time cannot be accumulated or added to another break or meal time. Employees are considered to be on duty call during break times and may occasionally be called off of break to assist with problem situations. If such a situation occurs, the employee will be rescheduled for an uninterrupted rest break as soon as the problem situation has been resolved.

### **STAFF LOUNGE**

Staff lounges with refrigerators are provided so employees can take breaks and eat lunch away from their work areas. Lunches kept in the lounges should be labeled with the employee's name and dated. Any food older than one week is subject to discard.

### **KOSHER OBSERVANCE**

Although Cedar Sinai Park observes kosher food laws (Policy #413), non-kosher food may be brought into the buildings as long as such food is used only in staff lounges and designated areas such as the conference room and personal offices. To observe the kosher laws, it is forbidden to use Cedar Sinai Park's dishes or silverware for non-kosher food.

### **COMPLIMENTARY MEALS**

All employees are entitled to one complimentary meal per shift from Cedar Sinai Park.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: ATTENDANCE, TARDINESS  
& RECORDING HOURS WORKED  
#304

Effective Date: 10/01/10  
Supersedes: 05/19/05

Approved by:  
David Fuks  
Chief Executive Officer

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## **ATTENDANCE, TARDINESS AND RECORDING HOURS WORKED**

**POLICY:** Employees are expected to report to work as scheduled by their supervisors, prepared to begin work. All hourly/non-exempt personnel are required to use the time clocks to record all hours worked. Employees will be considered tardy if they punch in more than five minutes late.

Cedar Sinai Park operates on a 24 hour per day, seven day per week schedule. A Monday through Friday schedule may not be routinely expected. Employees' schedules will be assigned by their supervisors, and the number of hours employees work may vary with the work load of the campus. Employees may be either sent off the job early or asked to work overtime hours.

### **PROCEDURE:**

#### **RECORDING HOURS WORKED**

Time clocks provide a record of the hours employees work which is reflected in paychecks. Employees are responsible for clocking in and out with their own time card. Punching in or out on another employee's time card is prohibited. Employees will punch in no more than 5 minutes before or after their shift begins or ends. Time cards are the property of Cedar Sinai Park and must remain in the racks next to the time clock.

Tampering with time records, including punching in and out for another employee, is a violation of this policy as well as federal law and will subject the offending employee to disciplinary action. Written permission must be obtained in advance from the supervisor if the employee is to leave his/her shift early.

With the exception of exempt personnel, all employees will use the time clocks for recording hours. An employee who has more than one job description or is temporarily assigned to a department other than his or her home department should contact the Personnel Office for instructions on how to punch in and out on the time clock.

Employees neglecting to punch in or out must enter the error on the recording sheet by each time clock and have their supervisor initial it.

#### **DISCIPLINE RELATED TO RECORDING HOURS WORKED & TARDINESS**

Please note that for all policy violations, Cedar Sinai Park, at its sole discretion, may impose any form of discipline it deems appropriate. Factors such as an employee's conduct, past record, the

surrounding circumstances and the business concerns of the campus may or may not be taken into account. Although employees generally are given an opportunity to correct problems before termination is imposed, Cedar Sinai Park reserves the right to impose termination at any time, with or without cause or notice. Written and oral counseling and reprimands, suspensions and other penalties may be imposed, but there is no requirement of any specific number or sequence of disciplinary measures.

Employees who neglect to punch in or out will be counseled after the first occurrence. After the second occurrence, there will be a written counseling document placed in the employee's personnel file. The third occurrence will result in suspension for a full day without pay. The fourth occurrence will result in two days of suspension without pay. The fifth occurrence will result in one week suspension without pay. The sixth occurrence will result in termination. This discipline policy applies to violations occurring within a twelve month period.

Disciplinary action may result for excessive tardiness. Tardiness of more than two times within two pay periods will be considered excessive. Depending on the employee's work record, lower levels of tardiness may be considered excessive. Disciplinary action may be imposed for tardiness alone or in combination with other problems, such as absenteeism.

#### ATTENDANCE/ABSENTEEISM

Nursing or Health Services employees unable to report to work must call Cedar Sinai Park according to the schedule below, and speak directly to his/her supervisor, or in the supervisor's absence, to the supervisor's designee so that arrangements can be made to cover the absent employee's shift.

#### RJHC Nursing

Day Shift	Call before 5:00 a.m.
Evening Shift	Call before 11:00 a.m.
Night Shift	Call before 7:00 p.m.

#### RSM Health Services

Day Shift	Call before 2:00 a.m.
Evening Shift	Call before 10:00 a.m.
Night Shift	Call before 6:00 p.m.

All other employees are expected to speak directly to their supervisor, or in the supervisor's absence, to the supervisor's designee at least two hours prior to the start of their shift.

In the event Cedar Sinai Park does not need an employee to work, that employee will be notified prior to his/her shift according to the same schedule above. Otherwise the employee will work and be compensated for four hours.

Exempt and office staff will call ahead of time as requested by the supervisor. This is a daily requirement while sick, injured, or out on worker's compensation, unless the employee has presented the Personnel Office with a signed doctor's statement specifying the duration of the absence.

Disciplinary action may result for excessive unscheduled absences.

Failure to call or show for posted shift may be considered voluntary termination or at the very least, require disciplinary action.

Employees who are faced with an emergency must call their supervisor as soon as possible. If an employee is absent from work three days or more due to illness or injury, Cedar Sinai Park may request a doctor's release to return to work to ensure that the employee is well enough to resume his/her work schedule.

If an employee must leave work early due to illness or emergency, written notice must be given to his/her supervisor. The employee must obtain a call-in memo with his/her supervisor's signature.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: CONSOLIDATED ANNUAL  
LEAVE (C.A.L.)  
#305

Effective Date: 10/01/10  
Supersedes: 12/03/04

Approved by:  
David Fuks  
Chief Executive Officer

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## **CONSOLIDATED ANNUAL LEAVE**

**POLICY:** Consolidated Annual Leave (C.A.L.) combines the paid days off for vacation, floating holiday and sick leave into one category for eligible employees. Regular benefit staff is allowed considerable choice and flexibility in scheduling paid time off to suit individual needs and preferences, as long as it is mutually satisfactory for Cedar Sinai Park (CSP) as determined by the employee's supervisor and company policy.

### **PROCEDURE:**

#### **ACCRUAL OF C.A.L. TIME**

Consolidated Annual Leave will accrue according to the following:

<u>Years of Service</u>	<u>Rate of Accrual Per Hour Worked</u>	<u>Maximum Hours Accrued Per Anniversary Year</u>
0-1	.03847	80 hours (10 days)
1-2	.04231	88 hours (11 days)
2-3	.04616	96 hours (12 days)
3-4	.05000	104 hours (13 days)
4-5	.05385	112 hours (14 days)
5-6	.05770	120 hours (15 days)
6-7	.06154	128 hours (16 days)
7-8	.06539	136 hours (17 days)
8-9	.06924	144 hours (18 days)
9-10	.07308	152 hours (19 days)
10-11	.07693	160 hours (20 days)
11-12	.08077	168 hours (21 days)

Regular benefit employees are not eligible to use C.A.L. hours until six months of continuous employment is completed since their most recent date of hire. C.A.L. hours accrue only on hours worked and do not accrue during any sort of unpaid leave of absence or layoff. C.A.L. hours do not accrue during paid leaves such as C.A.L. leave, extended illness leave, bereavement leave, witness/jury leave, or when the employee is receiving disability benefits from another source such as workers' compensation or disability benefits.

C.A.L. hours will not exceed 256 hours available to employees. C.A.L. hours will stop accruing for employees who have 256 or more C.A.L. hours available.

### C.A.L. TIME PAID

C.A.L. hours are paid for absences according to the Leaves of Absence Policy #310. C.A.L. hours are paid at the base rate of pay in effect at the time the C.A.L. hours are used. This rate excludes pay differentials, other bonuses and premiums. The C.A.L. time rate is the hourly base rate in effect on the last day worked prior to the commencement of leave. In the case of cash out of accrued C.A.L. hours, the C.A.L. time rate is the base rate in effect on the employee's last day of work in the pay period preceding the paycheck which includes the C.A.L. payment.

### REQUESTING C.A.L. TIME OFF

Cedar Sinai Park believes that time off is essential to maintain morale and prevent burnout. If an employee has 128 or more C.A.L. hours available, that employee will be asked by his/her supervisor to take time off or a vacation may be scheduled for that employee. Supervisors will be notified by the payroll office of employees approaching 128 C.A.L. hours available and will be responsible for ensuring vacation time is scheduled.

To use C.A.L. hours for time off, employees must complete a leave request form and submit it to their supervisor. All C.A.L. requests for time off are dependent upon supervisor approval. If multiple requests for time off are received for the same time period or dates, seniority and date of last vacation will be considered.

Cedar Sinai Park prefers that C.A.L. requests for time off are submitted 30 days in advance of the desired day off. If a C.A.L. request is made with less than 30 days advance notice, the employee may be required to find their own staffing replacement which will not involve increased overtime for Cedar Sinai Park.

### CASHING-OUT C.A.L. TIME

After one year of continuous employment, employees are eligible to cash out accrued C.A.L. hours. For each year of employment, employees may cash out 40 hours. If the employee does not cash out C.A.L. hours during one year, he/she may carry over the maximum amount of 40 hours of C.A.L. hours and add it to the maximum amount for the following year. For example, if an employee has been with Cedar Sinai Park for three years and has not cashed out C.A.L. time for the first two years, that employee can cash out a total of 120 hours in the third year. The employee will be allowed to cash out the maximum amount of C.A.L. hours allowed providing there remains a minimum of 40 hours reserved in the employee's C.A.L. time bank.

The request for cash pay out must be made in writing and sent to the payroll office at least a week before the next pay date and it will be paid the following pay day. Requests for C.A.L. cash out can be made no more than once per calendar quarter unless authorized in writing by the administrator. All accrued but unused C.A.L. time is paid upon termination of employment in the final paycheck.

### USE OF C.A.L. TIME TO COVER INSURANCE PREMIUMS DURING LEAVE

In order to ensure continuity in health and dental insurance, the employee portion of health and dental insurance premiums must be paid when due. This can be done by leaving enough C.A.L. time in reserve and signing an agreement authorizing the use of funds from C.A.L. time (C.A.L. Deduction

For Insurance Premium Payment Form) or writing a personal check that must be deposited and cleared by CSP's bank prior to leave commencement. This policy applies to all types of employee leave.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: C.A.L. DONATION  
PROGRAM  
#305A

Effective Date: 10/10/03

Approved by:  
David Fuks  
Chief Executive Officer

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### **C.A.L. DONATION PROGRAM**

**PURPOSE:** To establish a mechanism for facilitating the donation of accrued leave by employees to co-workers who would otherwise become unpaid due to personal or family illness.

**POLICY:** It is the policy of Cedar Sinai Park (CSP) to facilitate employees helping employees who have insufficient accrued leave and extended illness hours to provide a paycheck, resulting from absences due to their own serious health condition or that of a family member.

#### **ELIGIBILITY FOR MAKING DONATIONS**

Any employee having an accrued consolidated annual leave (C.A.L.) balance may participate in the donation program. There will be no limit on the number of hours donated by an employee, so long as a minimum balance of hours is maintained as required by the C.A.L. cash-out program (maintaining a minimum of 40 hours reserved in the donor's C.A.L. time bank). Donated hours are also limited to no more than 100% of the number of hours taken as vacation time in the previous 12 months. Employees with less than the minimum required balance may donate one hour of accrued leave. Minimum balances are established to encourage employees' use of vacation time to rejuvenate and to maintain some level of accrued C.A.L. benefit in order to cover absences due to illness and personal/family emergencies.

#### **ELIGIBILITY OF RECEIVING DONATIONS**

Any regular full-time or part-time employee may receive donations of accrued leave once their own leave is exhausted, in order to extend his/her paid status. Donations may be received to cover absences due to the serious health condition of the employee or family member.

#### **PROCEDURE:**

Upon learning of a situation where a co-worker will become unpaid due to absence resulting from the employee's or family member's serious health condition, an employee may contact the Payroll Coordinator in order to donate accrued leave. An employee wishing to donate leave will complete an Accrued Leave Donation Authorization Form, submitting the form to the Payroll Coordinator, who will process the donations.

The coordinator will confer with the supervisor of the employee needing assistance to estimate the amount of time the employee needs to extend leave so that donated amount of leave will approximate the amount of paid leave needed. Donations in excess of the amount needed will remain in the bank of the employee receiving the donation, unless the excess donations are more than eight hours, in which cases, the excess will be returned to the donor employees on a pro-rata

basis. Supervisors will be consulted to confirm the medical necessity and duration of an employee's absences.

As authorization forms are submitted, the Payroll Coordinator will review employee eligibility and donor accrued leave balances and determine the actual accrued leave supplement necessary to maintain an employee's paid status, then credit the affected employee's accrued leave bank with the donated leave.

An employee who is receiving donated leave will receive the equivalent dollar value of the leave converted into hours in his/her accrued leave bank. For example, if an employee earning \$20.00/hr donates one hour of accrued leave to an employee earning \$10.00/hr, the employee receiving the donation will get credit for two hours of accrued leave.

CSP will not deduct Federal or State taxes from the donor for leave donated under this program. CSP will deduct Federal, State and other applicable taxes from the leave recipient for accrued leave paid under this program.

In order for the C.A.L. Donation Program to be successful, it is essential that employees not feel pressured to donate leave to co-workers. Should solicitation for donations become distracting and burdensome to employees, the program may be eliminated.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: EXTENDED ILLNESS LEAVE  
#306

Effective Date: 09/01/11  
Supersedes: 10/01/10

Approved by:  
David Fuks  
Chief Executive Officer

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## **EXTENDED ILLNESS LEAVE**

**POLICY:** Extended Illness Leave is intended solely as a form of protection for employees in the case of extended absence due to illness or injury for which there is no other compensation for lost wages available. The employee may use the hours for which he/she is eligible only for such absences. Extended Illness Leave is not available to supplement pay for time lost due to illness or injury for which workers' compensation, sick time or other compensation is available. In instances of workers' compensation, all remedies and appeals for this benefit must be exhausted before Extended Illness Leave will apply to cover lost wages. Cedar Sinai Park's disability insurance policy requires that your Extended Illness benefit be exhausted before disability compensation can begin.

Extended Illness leave may also be used for Parental Bonding Leave if such leave is available under the State or Federal Family Medical Leave Acts (FMLA). Parental Bonding Leave is defined as a time for a parent, either a birth or adoptive parent, to use eligible FMLA leave at the birth or adoption of a child. To the extent that this policy conflicts with either Oregon or Federal FMLA laws, the law will prevail. This leave is available for only one parent in the event that both parents are employees of Cedar Sinai Park. Nothing in this policy is to be interpreted as extending this benefit to allow paid leave for the care of any ill relative including child, spouse, or parent.

CSP may require medical verification of the need for medical leave. CSP may require that an employee seeking Extended Illness Leave be examined by a doctor of our choosing, at our expense. CSP may choose, at its sole discretion, whether to accept the opinion of an examining physician over that of a treating physician when deciding whether to authorize Extended Illness Leave.

## **PROCEDURE:**

### **ACCRUAL OF EXTENDED ILLNESS**

Regular benefited staff accrue Extended Illness benefits at the rate of .02308 hours per hour worked for a maximum of 48 Extended Illness hours (6 days) per anniversary year. Although employees are not eligible to use extended illness hours until 6 months of continuous employment is completed, accrual of extended illness hours begins with the first day of work.

Extended Illness hours may not exceed 600 hours (75 working days). Once an employee earns 600 hours, no further hours will accrue until the hours in the reserve drop below 600.

Extended Illness hours accrue only on hours worked and do not accrue during paid leaves such as C.A.L. leave, extended illness leave, bereavement leave, witness/jury leave, or when the employee is receiving disability benefits from another source such as workers' compensation, short-term disability or long-term disability.

### EXTENDED ILLNESS PAID

Extended Illness hours are paid at the base rate of pay in effect at the time the Extended Illness hours are used. This rate excludes pay differentials, other bonuses, and premiums.

Extended Illness hours may be used solely for illnesses or injuries which result in the employee missing more than three consecutive full shifts of scheduled work. No Extended Illness pay will be given for the first three shifts of absence. Beginning with the fourth consecutive full shift of absence and continuing through the remaining absences resulting from a single illness or injury, the employee is eligible to use hours accumulated in his/her Extended Illness reserve. Employees may be asked to show doctor's release to return to work before Extended Illness is paid.

Extended Illness is above and beyond sick time which is incorporated into C.A.L. time. Regular benefited employees are eligible to use earned extended illness hours for only such illness as stated in this policy. Employees may not exchange hours of Extended Illness hours for cash nor will they receive these hours cashed out upon termination.

### EXTENDED ILLNESS PAY ON A PART TIME BASIS

Cedar Sinai Park allows ill employees who meet the following criteria to temporarily (for not more than six months) work part time and receive extended illness pay for the hours they are unable to work:

- employee is eligible to receive extended illness pay as defined above in this policy,
- employee's illness is not contagious,
- a modification of the employee's position is reasonably feasible in the department,
- employee provides a physician's medical release for return to work,
- employee's participation in part time extended illness benefits does not prevent the department from meeting work and staffing requirements

Only one, three shift waiting period per illness applies to an employee who qualifies for part time extended illness benefits. Employees are not required to use extended illness pay. Any subsequent illness that occurs after working three pay periods full time requires physician certification that the current leave is a continuation of the original illness.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: HOLIDAYS  
#307

Effective Date: 10/01/10  
Supersedes: 06/21/02

Approved by:  
David Fuks  
Chief Executive Officer

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## **HOLIDAYS**

**POLICY:** Cedar Sinai Park provides paid time for the following holidays:

New Year's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Christmas Day

**PROCEDURE:** In addition to Consolidated Annual Leave (see Personnel Policy #305), regular benefit full-time and part-time staff (on a pro rated basis) are eligible for six paid holidays in each calendar year. Regular benefit full-time staff who work 30 to 40 hours per week will receive eight hours at their base rate of pay, excluding any shift differential or premium, for the regular job held immediately prior to the holiday. Regular benefit part-time staff who work 24 to 30 hours per week will receive 6 hours of holiday pay. Robison Jewish Health Center Nursing Department staff working 22.5 to 30 hours per week are part time staff.

Hourly/non-exempt staff are eligible to use holiday pay after 90 days of continuous employment. To receive holiday pay, staff must work their regularly scheduled shifts the day before, the day of and the day after the holiday, unless on a prearranged vacation.

A paid holiday not worked does not count as a day worked in calculating overtime for the week. Holiday pay may not be pyramided with weekly overtime compensation. For example, if an employee works 48 hours in a workweek and eight of those hours are worked on a holiday, his/her total compensation for that week will be 40 hours at his/her regular rate of pay, eight hours at one and one-half times his/her regular rate of pay and eight hours of holiday pay.

Exempt staff who work on a recognized holiday will receive their normal salary but will also be entitled to a compensatory day off which must be taken within three months of the holiday. Staff who work Monday through Friday and normally do not work on holidays usually observe Saturday holidays on Friday and Sunday holidays on Monday.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: EXEMPT EMPLOYEE  
FLEXIBLE SCHEDULES  
#307A

Effective Date: 06/21/02  
Supersedes: 09/01/00

Approved by:  
David Fuks  
Chief Executive Officer

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### **EXEMPT EMPLOYEE FLEXIBLE SCHEDULES**

**POLICY:** Exempt-Level employees that are in a position that may allow flexible schedules, such as four 10-hour days, are allotted an equal amount of holiday hours as other exempt employees who work five 8-hour days.

**PROCEDURE:** Cedar Sinai Park has a benefit of six paid holidays per year (equal to 48 hours). Exempt level employees that work four 10-hour days are expected to make up the 2-hour difference by using CAL time, or working four 8-hour days for the week of the holiday to equal 40 hours.

Other arrangements may include incorporating the additional 2-hours into his or her usual work week at the sole discretion of that employees' supervisor.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: EMPLOYEE BENEFITS  
#308

Effective Date: 02/17/11  
Supersedes: 10/01/10

Approved by:  
David Fuks  
Chief Executive Officer

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## **EMPLOYEE BENEFITS**

**POLICY:** Cedar Sinai Park (CSP) offers a comprehensive package of benefits to its eligible staff members and makes available for purchase coverage of some benefits for dependents. Benefits included in this package are medical and dental insurance, consolidated annual leave pay, extended illness pay and holiday pay. Other benefits available to all staff include life insurance, short-term disability, long-term disability, tax sheltered annuities, a 403(b) retirement plan with matching, membership to Rivermark Credit Union, flexible spending accounts and direct deposit. These and other benefits may change at the discretion of the Chief Executive Officer or in the change of laws regulating these benefits.

Eligibility criteria for each benefit is defined below and election to participate is limited to the date of eligibility or CSP's annual Open Enrollment. The only exception is the occurrence of a qualifying event. Qualifying events include an employee and/or dependent's loss of coverage under another non-CSP benefit plan, or when an employee obtains a dependent through marriage, birth or adoption.

**PROCEDURE:** The purpose of the descriptions of benefits in this handbook is only to provide the employee general information. For more detailed information on these benefits, the employee should obtain copies of the relevant summaries or plans from the Personnel Office. Any discrepancy related to benefits will be resolved by the particular plan documents, not by any statements made in this handbook. The existence of these benefits and plans does not signify that the employee will be employed for the requisite time necessary to qualify.

On-call employees who become full time staff members are eligible for benefits the first of the month following 90 calendar days of benefit eligible employment.

### **RJHC NURSING LIMITED-BENEFIT/BENEFIT STATUS CHANGES**

For RJHC Nursing staff only, there is a limited-benefit option.

RJHC Nursing limited-benefit employees who wish to become benefit staff members must wait until the next Open Enrollment to change their benefit status and/or sign up for benefit plans. RJHC Nursing limited-benefit employees who change to a regular benefit status at Open Enrollment will not be permitted to select the RJHC nursing limited-benefit status again. The exception to this policy is a qualifying event.

RJHC Nursing regular benefit employees will be permitted to change to a RJHC Nursing limited-benefit status once; that selection can only be made at Open Enrollment. RJHC Nursing regular

benefit employees who change to an RJHC Nursing limited-benefit status at Open Enrollment will not be permitted to select the regular benefit status again. The exception to this policy is a qualifying event.

#### HEALTH INSURANCE

Cedar Sinai Park offers medical and dental coverage. All regular benefit staff is eligible to participate in one of these groups the first of the month following 90 calendar days of employment. The amount of the employee's contribution varies. Employees should contact the Payroll Office for details and rates of the benefits offered by each plan.

In addition to health insurance, Cedar Sinai Park offers a Section 105 program under which employees are able to receive reimbursement for a portion of their co-insurance and deductible expenses. Details are available from the Payroll Office.

#### CONSOLIDATED ANNUAL LEAVE PAY, EXTENDED ILLNESS PAY & HOLIDAY PAY

Consolidated annual leave pay, extended illness pay and holiday pay are available to regular benefit staff. Please refer to the policies that define each of these items.

#### LIFE INSURANCE

Regular benefit staff and RJHC Nursing regular limited-benefit staff who have worked one continuous year with Cedar Sinai Park are eligible for a \$10,000.00 group term life insurance policy and a \$5,000.00 group term life insurance policy for legal dependents. Each employee will receive the policy upon eligibility and it is the responsibility of the employee to be familiar with its terms and conditions. This is a non-contributory benefit provided at no cost to the employee.

#### SHORT-TERM DISABILITY

Regular benefit staff and RJHC Nursing regular limited-benefit staff who have worked one continuous year with Cedar Sinai Park are provided with short-term disability insurance for up to but no more than 12 weeks beginning with the first payment. Each employee will receive the policy upon eligibility and it is the responsibility of the employee to be familiar with its terms and conditions. This is a non-contributory benefit provided at no cost to the employee.

#### LONG-TERM DISABILITY

Regular benefit staff and RJHC Nursing regular limited-benefit staff who have worked one continuous year with Cedar Sinai Park are provided with long-term disability insurance for up to but no more than 24 months beginning with the first payment. Each employee will receive the policy upon eligibility and it is the responsibility of the employee to be familiar with its terms and conditions. This is a non-contributory benefit provided at no cost to the employee.

#### RETIREMENT PLAN

All employees are eligible to participate in a 403(b) retirement plan which includes a matching contribution by Cedar Sinai Park based on employed years of services and on the budgeted match determined annually by the Board of Directors. Employees are eligible for a Cedar Sinai Park retirement plan match after one year of employment.

#### CREDIT UNION

Cedar Sinai Park has company membership with Rivermark Credit Union. The credit union offers the following services: Interest bearing checking accounts, low interest VISAs with no annual fee, share savings and certificates, access to accounts by telephone, IRAs, Holiday funds, family memberships, ATM accessibility, and automatic payroll deposits. The credit union also offers real estate, auto, 2nd mortgage, home improvement and other loans.

Employees who wish to take advantage of credit union membership must meet the credit union qualifications. Any employee may join the credit union at any time. Please see the brochure rack near the time clock for more information or contact the Personnel Office. This is a lifetime membership whether or not the employee continues employment with Cedar Sinai Park.

#### PERSONAL CHOICE FLEXIBLE SPENDING ACCOUNT

Cedar Sinai Park offers this flexible spending plan to help employees reduce their taxable income by allowing them to use pre-tax funds to pay for eligible medical and child care expenses. All employees are eligible for this plan the first of the month following 90 days from their most recent hire date. This must be renewed each year. For more information, please contact the Personnel Office.

#### DIRECT DEPOSIT

All employees are eligible for direct deposit. Paychecks can be directly deposited into employees' bank accounts each payday.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: PERSONNEL RECORDS  
#309

Effective Date: 10/01/10  
Supersedes: 06/21/02

Approved by:  
David Fuks  
Chief Executive Officer

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## **PERSONNEL RECORDS**

**POLICY:** In accordance with state and federal laws, Cedar Sinai Park maintains a personnel file on each employee.

**PROCEDURE:** Important forms and documents such as the following are maintained and updated in the personnel file: performance reviews, change of status records, commendations, disciplinary warnings, educational attainment records and records of absences and C.A.L. hours used. Personnel files are available for the employee's inspection in the personnel office. Employees wishing to review or obtain copies of their personnel file should contact the personnel office.

The personnel record is the property of Cedar Sinai Park. The employee may purchase a copy at the market copy rate. Access to personnel files by unauthorized persons, within or without Cedar Sinai Park is not permitted. Upon receipt of a signed release of information, Cedar Sinai Park will supply date of hire, separation, the position held by an employee and other information at the employee's request.

It is the responsibility of employees to inform the personnel office of changes in family status, address or telephone number. This information is important to ensure accurate record keeping for mailing purposes, insurance benefits, payroll tax withholdings, and in the event Cedar Sinai Park needs to contact the employee at home. This responsibility continues while the employee is on layoff status or leave of absence.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: LEAVES OF ABSENCE  
#310

Effective Date: 10/01/10  
Supersedes: 03/06/08

Approved by:  
David Fuks  
Chief Executive Officer

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## **LEAVES OF ABSENCE**

**POLICY:** Cedar Sinai Park (CSP) provides for leaves of absence to eligible employees. Requests for leaves must be made in writing and as far in advance as possible. Requests are subject to approval by employees' supervisors, the personnel policies and federal and state laws under which certain leaves are protected.

To maintain continued health and dental insurance benefits, employees must continue to pay premiums on time for all leave types.

**PROCEDURE:** Following is information on paid and unpaid leaves of absence Cedar Sinai Park provides to eligible employees. In the event of a conflict or any difference between this handbook and the laws and pertinent regulations, the law and regulations will govern.

Health and dental premium payments can be made from C.A.L. time reserves by signing an agreement authorizing the use of funds from C.A.L. time (C.A.L. Deduction For Insurance Premium Payment Form) or writing a personal check that must be deposited and cleared by CSP's bank prior to leave commencement.

## **UNPAID LEAVES**

- A. **FAMILY MEDICAL LEAVE:** Our Family and Medical Leave policy allows you to take a leave of absence for:
- your own serious health condition,
  - the birth or adoption of a child,
  - the placement of a foster child,
  - the care of a child, spouse, domestic partner, parent, parent in law, grandparent or grandchild with a serious health condition, and
  - for the care of a sick child.

This policy is intended to comply with federal and state laws regulating this practice.

1. **Eligibility:** You will be eligible to take a family and medical leave if you meet the following requirements:
  - a. You have been employed by Cedar Sinai Park for at least 180 days (26 weeks) or more before the first day of the family and medical leave; and
  - b. You have worked an average of 25 or more hours per week as of the day before the request for family and medical leave is made. This average is calculated over the 180 days preceding the request for leave. For the purpose

of taking leave for the birth, adoption or placement of a child (parental leave), there is no hours worked requirement.

2. Leave Entitlement: Covered employees are eligible for up to 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons:
  - a. To care for an infant or a newly placed adopted or placed foster child under the age of 18, or older than 18 if incapable of self-care due to mental or physical disability, within 12 months of the event (parental leave).
  - b. To care for a family member with a serious health condition or your own serious health condition (serious health condition leave). Oregon covers child, parent, parent-in-law, spouse, domestic partner, grandparent and grandchild. Federal law covers only child, parent and spouse. This means an employee may be eligible for 12 weeks under Oregon and 12 weeks under Federal in some situations.
  - c. For a pregnancy disability or prenatal care (pregnancy disability leave). Female employees who have used up their original 12 weeks for a serious health condition related to pregnancy are entitled to an additional 12 weeks of parental leave. To care for a sick child who does not have a serious health condition, but requires home care (sick child leave). Employees who use up their original 12 weeks for parental leave are entitled to an additional 12 weeks of sick child leave.
3. Length of Leave: You may take a leave of up to twelve (12) weeks of family and medical leave during a 12-month period. A week is defined as your normal work week schedule. The 12-month period will be measured forward from the date of leave. Details of the proposed schedule should be attached to the "Family & Medical Leave Request Form" and should be verified by the certifying health care professional on the "Certification of Health Care Provider Form."

In addition to the basic 12-week family leave entitlement, employees may qualify for additional family leave in the following circumstances:

- a. 12 weeks leave for an illness, injury or condition related to pregnancy or childbirth that disables the employee; and
  - b. 12 weeks of sick child leave for those employees who take parental leave.
4. Employee's Responsibility: Employees seeking to use this leave are required to provide to their supervisor:
    - a. 30-days' advance notice when foreseeable by filling out and turning in the Family and Medical Leave Request Form and the Certification of Health Care Provider Form.

We recognize that many times the need for Family and Medical Leave can be caused by serious or emergency situations. We will make every attempt to work with you to ensure that you receive all benefits to which you are entitled; however, we ask that you call us and make every effort to communicate your situation to us as soon as possible. Failure to provide notice at the earliest reasonable time could result in a denial of requested leave, in accordance with applicable law.

- b. All requests for family and medical leaves must be verified by a health care professional by using the Certification of Health Care Provider Form, which needs to be returned within 15 days of a request for leave. Furthermore, if you are taking family and medical leave to care for a family member with a serious health condition, you will be asked to provide proof of your relationship to this person. Please check with your Facility Administrator to discuss how best to provide this proof.  
Any medical information provided on either a personal health condition or the health condition of a family member is kept confidential and only those with a valid business-related reason for knowing any details will have access to any of this information. If you have any questions about how this information will be handled, please contact your Facility Administrator.
  - c. In the case of adoption, a legal representative who can attest to the validity of the adoption must verify the request for family and medical leave. In the case of placement of a foster child, a representative of the agency making the placement can verify the request.
  - d. Employees who use sick child leave on more than three occasions in a 12-month period may be required to provide medical documentation from the child's doctor to verify that the child was ill and required home care for all subsequent uses of sick child leave in the 12-month period.
  - e. Employees are asked to provide periodic status reports to Cedar Sinai Park while on a family and medical leave not less than every two weeks.
  - f. Employees are asked to provide written notice within three days of their return to work. In addition, Cedar Sinai Park will require returning employees to provide a certification of fitness to return to work.
5. Intermittent/reduced schedule leave: If medically necessary, family and medical leave may be taken on a reduced or intermittent schedule. Generally, intermittent or reduced schedule leave is not available for family leave used for birth, adoption or foster placement. In other situations where intermittent or reduced schedule leave is available, employees may be temporarily transferred to available alternative positions that better accommodate intermittent or reduced schedules leave.
6. Reinstatement: Generally, employees returning from leave will be restored to their original positions with equivalent pay, benefits, and other employment terms, unless their former position has been eliminated for bona fide business reasons where the employee may have no reinstatement rights in which case the employee may be entitled to reinstatement to an available, equivalent job.
7. Continuation of benefits: Benefits such as medical and dental insurance for which the employee was eligible and receiving before the leave will be continued during the leave under the same terms and conditions as active employees for up to 12 weeks. Employees are responsible for paying their share of medical insurance premiums prior to the date of the premium payment. Premium payments must be received by the due date or the coverage will be discontinued.  
**Exception:** If you take a leave to care for a parent-in-law or same-sex domestic

partner with a serious health condition that does not qualify for an FMLA leave, you may continue benefits under COBRA at your own expense during leave.

8. C.A.L time may be used for this leave if available. When this is exhausted, the balance of the leave will be unpaid.
9. Extended illness may not be used for leaves of absence to care for others. (See Personnel Policy #306.)

**B. MILITARY LEAVE**

Cedar Sinai Park complies with all federal and state laws regulating military leave. C.A.L time may be used for military leave if available. When this is exhausted, the balance of the leave will be unpaid.

**PAID LEAVES**

**A. JURY/WITNESS LEAVE**

1. **Eligibility:** Regular employees who have worked two full years from their most recent date are eligible for this paid leave.
2. **Leave Entitlement:** Eligible employees whose jury duty obligations force them to miss work will receive their regular pay, less amount earned for jury duty, for a maximum of 20 workdays in a 24 month period.
3. **Employee's Responsibility:**
  - a. Eligible employees must present to the personnel office jury duty reimbursement checks which must be endorsed.
  - b. Employees who are released from jury duty during regular working hours will be expected to contact their supervisor and return to work if there is a need. Verification of the jury duty may be required.
  - c. If an employee is required to serve as a witness for Cedar Sinai Park in a court or administrative proceeding under subpoena or court order, that employee may obtain a leave of absence for the period covered and any involuntary extension of the initial subpoena or court order.
  - d. If witness obligations on behalf of Cedar Sinai Park force an employee to miss work, he/she will be paid the difference between any compensation received for witness duty and normal straight-time pay (excluding any shift differential and premium) for up to a maximum of 20 workdays in any 24 consecutive month period.

**B. BEREAVEMENT LEAVE**

In the event of a death in your immediate family (spouse, child, step-child, mother, father, brother, sister, mother-in-law, father-in-law), regular staff who have been employed at least two full years since their most recent date of hire are eligible to receive pay for up to three regularly scheduled days of absence as a result of the death, provided that such days occur between the date of the death and two working days following the funeral. To access bereavement leave compensation, employees must complete a leave request form and submit it to their supervisor. Verification of the death and of the relationship may be

required.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: EMPLOYEE GARNISHMENTS  
#311

Effective Date: 11/19/04  
Supersedes: 11/07/03

Approved by:  
David Fuks  
Chief Executive Officer

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## **EMPLOYEE GARNISHMENTS**

**POLICY:** All employees are expected to carry out their financial obligations promptly so that creditors will not have to ask for Cedar Sinai Park's (CSP) assistance in collecting amounts owed to them.

CSP is required by law to recognize certain court orders, liens and wage attachments. Garnishment is a legal procedure, usually ordered by a judicial or taxing authority, requiring an employer to withhold a prescribed amount of earnings from an individual employee to be applied to the payment of a debt or obligation incurred by the employee. CSP will deduct the required amount from the employee's paycheck when CSP is served with a writ of garnishment, or any other similar order requiring payment of a portion of an employee's compensation to someone other than the employee. The amount deducted will not exceed that permitted by law.

Garnishment actions must be processed manually on an on-going basis, placing an additional administrative burden upon CSP. The State of Oregon and various authorities recognize this burden and allow employers to charge for certain garnishments. Employees will be charged for garnishments as specified below.

**PROCEDURE:** When a garnishment order or levy against an employee's salary or wages is received by CSP, it will be immediately forwarded to the Payroll Office under confidential cover. The Payroll Office will in turn notify and provide the employee with a copy of the order, and advise him or her of CSP's obligation to honor the order.

The Payroll Office will implement the order as required by the authority. The employee has the right to contact the proper authority to verify the order. The employee may wish to discuss with the proper authority alternate payment options such as direct payment, etc. In either case, the employee must secure from the authority a written notification releasing CSP from the obligation to withhold. This release must be forwarded by the authority to the Payroll Office.

CSP will not charge service fees for the first twelve months, for any employee garnishments in place prior to November 19<sup>th</sup>, 2004, the implementation date of this revised policy. Should an employee receive a garnishment anytime after November 19<sup>th</sup>, 2004 (policy implementation date) or have an existing garnishment extend for more than twelve months after November 19<sup>th</sup>, 2004, the employee will be charged a CSP administrative service fee, as specified by law.

Specific garnishment processing fees vary depending on the laws and conditions allowed by the government and/or the authority. Allowed administrative service fee amounts are specified with

each garnishment order.

Each accounts payable check issued in relationship to an employee garnishment will incur a processing fee where applicable. CSP will not charge more than a \$5.00 processing fee for each garnishment related accounts payable check. For all garnishments subject to CSP administrative service charges, fees will be assessed per paycheck and will be deducted from the employee's paycheck.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: EMPLOYEE EDUCATION  
AND SCHOLARSHIP FUNDS  
#312

Effective Date: 03/06/08

Approved by:  
David Fuks  
Chief Executive Officer

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## **EMPLOYEE EDUCATION**

**POLICY:** Cedar Sinai Park (CSP) encourages and supports employees who wish to further their education in order to better perform in their current position or to secure increased responsibility and advancement within the company. From time to time employees will be asked to attend seminars and workshops, and are also encouraged to seek out relevant seminars and workshops that they feel will be beneficial. Seminars and workshops that are pre-approved by the employee's supervisor and the administrator will be paid for by CSP. CSP will also pay some eligible tuition costs for regular benefit employees with at least six months continuous employment at CSP.

Employees must receive approval from their supervisor and the Administrator prior to taking the course in order for CSP to pay the tuition costs.

During each calendar quarter, full-time employees will be eligible for a maximum payment equal to the current tuition cost of a three credit undergraduate course at Portland State University. Part-time employees will be eligible for a maximum payment equal to the current cost of a two credit undergraduate course at Portland State University.

Eligible costs include tuition, institutional fees, and textbooks. Other costs are not payable under this policy.

Employees that do not obtain a grade of at least 'C' (or pass for a 'pass/no pass' class) in classes paid for by CSP may not be eligible to receive tuition payment on future classes until a passing grade is obtained.

## **PROCEDURE:**

To receive tuition costs from CSP, please follow these procedures:

- Employee must complete the pre-approval section of the Tuition Payment Form, obtaining approval of their supervisor and the administrator.
- Upon receiving approval, the employee can submit the request to the accounts payable department who will write a check to the employee during the next check writing process.
- The employee should retain the original form and send a copy to the Payroll department to be kept in the employee's file.
- Upon completion of the course, the employee must resubmit the original form to the payroll

department along with receipts for tuition paid and evidence of passing grade in order to remain eligible for future tuition payments.

- Employee agrees to remain employed with CSP for a minimum of six months after receiving tuition payments.

### **SCHOLARSHIP FUNDS**

In addition to tuition reimbursement, employee scholarship funds have been established by various generous donors. The amount of funds available and eligible coursework for these scholarships will vary from year to year based on a number of factors. Employees should contact their facility administrator to find out the scholarships that are currently available.

In order to apply for a scholarship, an employee must fill out a scholarship application form, obtain signatures from both their supervisor and their facility administrator, and turn in the completed form to the Scholarship Committee for consideration. Employees may also be asked to interview with the scholarship committee to determine eligibility. After reviewing an application, the Scholarship Committee will inform the employee how much if any scholarship they have been awarded. Employees will then be required to submit proof of enrollment in the program in order to receive their scholarship funds.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: VIRAL CONTAINMENT PLAN  
LEAVE REIMBURSEMENT  
#313

Effective Date: 04/16/09

Approved by:  
David Fuks  
Chief Executive Officer

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### **VIRAL CONTAINMENT PLAN LEAVE REIMBURSEMENT**

**POLICY:** In the event of multiple cases of an illness due to a contagious virus at Cedar Sinai Park, a Viral Containment Plan will be activated by the Executive Council. During the time the plan is activated, employees who contract the virus and have to leave work will be eligible for Viral Containment Leave Reimbursement for the first three days of a related absence from their work schedule.

**PROCEDURE:** When appropriate, the Executive Council will meet to determine if a Viral Containment Plan should be activated and for which facilities it will be implemented. The administrator at the affected facility will send an email to all staff and post signs throughout the facility notifying staff that they are operating under a Viral Containment Plan. The end date of the virus will be determined in concurrence of the Executive Council.

During the time a Viral Containment Plan is in effect, any employee who must miss work due to contracting the virus will qualify for 3 days of paid extended illness leave. Policy #304 Attendance, Tardiness & Recoding Hours Worked, related to time reporting remain applicable during this time. Any sick leave necessary after those three days would be compensated for under the Extended Illness Leave policy, #306.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: EMPLOYEE OF THE  
QUARTER  
#314

Effective Date: 04/16/09

Approved by:  
David Fuks  
Chief Executive Officer

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### **EMPLOYEE OF THE QUARTER**

**PURPOSE:** To establish a program of recognizing Cedar Sinai Park employees who have made substantial contributions to the organization or who have otherwise contributed or performed in a manner which will reflect favorably on the individual and Cedar Sinai Park.

#### **PROCEDURE:**

##### A. Eligibility/Criteria

1. All regular full-time and all regular part-time employees as defined by Cedar Sinai Park personnel rules and regulations are eligible for selection and recognition as Employee of the Quarter.
2. An employee is eligible for one quarterly award in any calendar year.
3. An employee who exhibits the following qualifications:
  - 6 Month Longevity
  - Team Player
  - No Absences
  - No Tardiness
  - Reliable
  - Dependable
  - Consistent
  - Positive Attitude
  - Willingness to help

##### B. Nominations

1. Any Cedar Sinai Park employee, resident, their respective family members or other guests may nominate an eligible employee for the Employee of the Quarter by completing the Rhea Weinstein Employee of the Quarter Ballot.
2. The Rhea Weinstein Employee of the Quarter Ballots must be submitted to the designed boxes located at each facility.
3. Forms submitted without all of the required information will be invalid.
4. Persons nominating staff may only vote once per quarter per facility.
5. Administrator/Designee to forward nominations to supervisor for endorsement prior to submission to selection committee.

##### C. Selection Committees

1. The Employee of the Quarter will be selected from those nominated for that quarter by residents of Robison Jewish Health Center (RJHC) and Rose Schnitzer Manor (RSM) respectively. The procedure will be facilitated by Mr. Bob Weiner (representative of Rhea Weinstein Fund) and Administrator/Designee.

##### D. Notification

1. The employee selected as Employee of the Quarter will be announced at RJHC and RSM All Staff meetings every three months.

E. Recognition and Awards

1. The employee will be presented a Plaque of Honor, a \$150.00 check, and an assigned parking space for three months or a three month Tri-Met pass.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: PERSONAL CONDUCT  
#401

Effective Date: 02/07/08  
Supersedes: 06/21/02

Approved by:  
David Fuks  
Chief Executive Officer

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## **PERSONAL CONDUCT**

**POLICY:** Employees of Cedar Sinai Park are expected to conduct themselves with professionalism and respect toward residents and fellow employees. When employees engage in misconduct, Cedar Sinai Park reserves the right to exercise any of a series of disciplinary actions including termination of employment.

**PROCEDURE:** The following is a list of examples of misconduct which will result in disciplinary action that may include immediate termination. This list is intended to illustrate types of prohibited conduct, and is not intended as a complete list of all prohibited conduct. The listing of these examples of misconduct does not limit or restrict the disciplinary authority reserved by Cedar Sinai Park in policy #415.

- Disrespectful conduct, threatening, intimidating, coercing or using profane or abusive language or physical abuse of anyone.
- Any breach of confidentiality as it relates to facility and residents. \*
- Failure to report for work as scheduled.\*
- Conducting personal business on company time.
- Non-compliance with the dress code.\*
- Unauthorized possession of Cedar Sinai Park or employee property, fraud, unauthorized gambling, carrying weapons or explosives, or violations of criminal laws.
- Smoking in prohibited areas.\*
- Sleeping on the job, restricting operations or inciting others to do so.
- Leaving the job during work hours except for break periods, lunch or using the restroom, without prior permission from your supervisor.
- Violating or disregarding cleanliness, health, or sanitation standards.
- Violating rules regarding solicitation and gratuities.\*

- Falsification of Cedar Sinai Park records, including but not limited to employment application or time records.
- Any violation of Section 409 of this handbook relating to drugs and alcohol.\*
- Harassment of any kind. (see Policy 406)\*
- Theft, or possession without prior permission from the Chief Executive Officer, of Cedar Sinai Park property or the property of others, including residents and other staff.
- Unauthorized use of Cedar Sinai Park telephones.\*
- Violating safety rules or common safety practices, including the unauthorized removal of safety guards or devices and failure to wear protective equipment.\*
- Staff is not permitted to consume food prepared for the residents, including resident trays, supplements, nourishments, juices, ice-cream, sandwiches, etc. All uneaten food must be returned to the kitchen or destroyed. Food may be ordered and purchased by staff.
- Engaging in other practices that may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of Cedar Sinai Park.
- In the presence of residents, employees are expected to communicate in English (unless conversing directly with a resident in their own language) specifically and directly so as residents are able to understand the course of the conversation to the best of their abilities. This applies to direct communication to residents or other employees while in the presence of residents.
- Discussing work grievances with residents is prohibited and places an undue burden on residents.
- Other circumstances in which Cedar Sinai Park deems discipline is warranted.

\* Please see specific policies in this handbook which apply to these work rules.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: HIPAA COMPLIANCE/  
CONFIDENTIALITY  
#402

Effective Date: 02/17/11  
Supersedes: 03/09/06

Approved by:  
David Fuks  
Chief Executive Officer

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## **CONFIDENTIALITY**

**POLICY:** The Health Insurance Portability and Accountability Act (HIPAA) requires Cedar Sinai Park (CSP) to protect the health information of the clients it serves and its employees. Employees of CSP are required by the mission of Cedar Sinai Park and by HIPAA to ensure and promote the privacy of residents and staff. Each employee will practice confidentiality regarding all aspects of information received while on the job. Employees are required to secure protected health information (PHI) as mandated by HIPAA regulations. Employees are also required to notify the HIPAA breach log administrator about all CSP inappropriate uses of PHI, HIPAA breaches, through the use of the e-mail breach log database.

**PROCEDURE:** Protected health information (PHI) is defined as any form of information that identifies an individual to a physical or medical condition. Electronic protected health information (E-PHI) is defined as protected health information that is transmitted by electronic media or is maintained in electronic media. A breach involves the disclosure, acquisition, access or use of PHI not permitted under the Privacy Rule. Breaches apply to paper, electronic and oral PHI.

A few examples of HIPAA breaches include an e-mail communication containing PHI which was sent to an incorrect e-mail address/recipient, a medical record which was mistakenly sent to a physician who does not provide services to the specified resident or a fax containing PHI which was transmitted to an incorrect recipient.

CSP employees are required to set their keyboard lock/screen saver setting to a maximum time of five minutes, close their software application if they are leaving their workstation and ensure that their monitors are not readily viewable to the general public. In addition, employees are required to change their passwords every 120 days. CSP's server will prompt employees that a password change is needed. Passwords shall include at least one alpha and one numeric character.

Employees are not permitted to take their laptop off campus if PHI is stored in its memory. Only flash drives that are data encrypted are permissible for use at CSP. Staff members who utilize cell phones to obtain or send CSP e-mail messages must either password protect their phone or refrain from utilizing their cell phone to transmit or receive CSP e-mail messages.

When disclosing or requesting a resident's health information, disclosure or requests should be limited to the minimum amount necessary to accomplish the task. Exceptions include disclosures or

requests for the sole purpose of treatment. PHI or E-PHI may be disclosed to authorized individuals or organizations in order to care for residents or perform job tasks. Please note that only authorized staff may disclose PHI or E-PHI on behalf of CSP. If you are unsure as to whether protected health information may be disclosed, please speak to your supervisor or administrator.

Confidentiality is respecting the rights of personal privacy and information pertaining to any individual, staff member, resident, board member or any other person affiliated with Cedar Sinai Park, or the organization as a whole. Examples of violating confidentiality include, but are not limited to the following:

- Talking to residents, family members, visitors or other staff about another resident's private affairs, medical condition, diagnosis or treatment without the other resident's permission.
- The sharing of information about residents or other employees in a non-professional manner.
- Disclosure of medical records to non-staff except with the written permission from the resident or the attending physician.
- Not protecting medical records and other confidential information such as financial status, information about other family members, etc., from casual observation. This also pertains to posting information in places such as bulletin boards.
- Not following guidelines established to protect staff personnel record.
- Taking photographs or video taping residents or staff members without permission. Written permission must be obtained for publication of such photographs.

Employees will secure PHI through a variety of methods. Examples of securing PHI include but are not limited to:

- Utilizing RJHC's resident transportation envelope to secure resident PHI during transportation to physician offices, etc.
- Securing face sheets during resident field trips.
- Double checking e-mail addresses, mailing addresses and fax numbers when transmitting information containing PHI.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: DRESS CODE  
#403

Effective Date: 10/16/08  
Supersedes: 08/30/02

Approved by:  
David Fuks  
Chief Executive Officer

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### **EMPLOYEE DRESS CODE**

**POLICY:** Employees are expected to dress in a manner appropriate for the work environment, yet their attire should reflect the home-like atmosphere of our campus. Specific dress standards are developed and required by each department.

**PROCEDURE:** This is an overview of Cedar Sinai Park's policy on dress and grooming standards.

- Name tags provided by Cedar Sinai Park should be worn by all staff while on duty.
- Clothing and shoes will be clean and in good repair, presenting a neat, well-groomed, professional appearance, appropriate to each department.
- Employees are expected to follow good personal hygiene practices.
- Clothing must fit properly for appropriate appearance, safety and job performance.
- Clothing should be appropriate for the activities which job duties entail.
- Some departments may have specific dress codes or uniforms, and employees working in those departments will be oriented to those requirements upon hire.
- Shoes: Direct service personnel should wear flat, closed-toed shoes that provide good support and have anti-static, non-slip soles.
- Non-direct service personnel are required to wear professional business attire.
- In order to promote a professional impression to our residents, families and co-workers, these variations in dress/apparel/uniforms are not acceptable:

- Bare midriff clothing
- Halter tops
- Hats and caps (excluding Yarmulke)
- Head phones
- Jeans (except on Friday)
- Jewelry that could cause injury to resident or staff
- Leggings
- See-through clothing

Shorts more than two inches above the knee  
Sleeveless and/or low cut tops  
Sunglasses (except when prescribed by MD)  
Sweat pants  
Tank tops  
Tight fitting stretch pants  
Tights worn without pants or a skirt.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: HARASSMENT  
#404

Effective Date: 10/01/10  
Supersedes: 04/07/05

Approved by:  
David Fuks  
Chief Executive Officer

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## **POLICY AGAINST HARASSMENT**

**POLICY:** Cedar Sinai Park is committed to providing a work environment free from harassment. Cedar Sinai Park will not tolerate conduct by any employee that harasses, disrupts or interferes with another's work performance or which creates an intimidating, offensive or hostile work environment. We want to maintain a working environment free from all forms of harassment, whether based upon race, color, religion, ancestry, national origin, age, marital or veteran status, physical or mental disabilities, genetic information, on-the-job injuries, sex or any other legally protected characteristic or status. This policy covers conduct in the workplace, at social functions sponsored by the organization (such as holiday dinners, picnics, sporting events, etc.) and business functions (such as conventions, trade shows, etc.).

Each manager/supervisor has a responsibility to maintain the workplace free of any form of sexual harassment. No manager/supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development. Sexual harassing conduct in the workplace, whether committed by managers/supervisors, non-managerial employees or outside individuals (vendors, customers, etc.) is also prohibited.

Any messages or communications sent or received through our electronic communications systems are subject to our anti-harassment, anti-discrimination and non-solicitation policies. Please refer to the E-mail and Internet Policies (#419 and #420) of this handbook for additional guidance. The use of information systems (including e-mail, Intranet or the Internet) for the display or transmission of sexually explicit images, messages, off-color jokes or anything that may be construed as harassment or showing disrespect for others is prohibited.

### **DEFINITION:**

**Harassment:** Behavior such as telling ethnic jokes, making religious slurs, using offensive "slang" or other derogatory terms denoting a person's race, age, national origin, disability or mimicking one's speech, accent or disability, are examples of harassment and will not be tolerated in our organization. Retaliating or harassing individuals by making derogatory comments regarding protected statuses or characteristics and any other words or conduct that might create a hostile or offensive working atmosphere are also prohibited.

**Sexual Harassment:** Sexual harassment is harassment related to or because of an individual's gender. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when that conduct is directed toward an

individual because of that individual's gender and:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. such conduct is of such frequency and/or severity that it has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Conduct such as sexual or sexist language, jokes or innuendo: nude, profane or obscene cartoons, drawings or photographs; whistling, staring, inappropriate touching, hugging or kissing is strictly prohibited and is not tolerated at Cedar Sinai Park.

**PROCEDURE:** As an employee of Cedar Sinai Park, you have the right and the responsibility to ask anyone making you uncomfortable by creating an intimidating, hostile, or offensive working environment to stop. At Cedar Sinai Park, the accepted method for doing that is to tell the offending individual, "Please stop, that makes me uncomfortable." If you say this statement to someone on our campus, or if someone says that statement to you, it will be recognized as the first step in resolving an issue that is perceived as harassment.

You further have the right and the responsibility to immediately report any actions or words that you believe to be unwelcome harassment to your manager/supervisor, or any other manager, or to the next level of management, if the complaint involves your direct supervisor or manager, so that we can quickly and fairly resolve complaints. The organization will not retaliate against you for filing a complaint or cooperating in an investigation, and Cedar Sinai Park will not tolerate or permit retaliation by management, employees, co-workers or non-employees such as clients, vendors and contractors.

All complaints of harassment will be investigated promptly and in an impartial manner. Discretion will be used during the investigation in order to maintain as much confidentiality as is possible while still being able to effectively complete the investigation. Supervisors and/or Administration will document the findings of the investigation. If you are not satisfied with the handling of a complaint or the action taken by the manager, then you should bring the complaint to the next higher level of authority. In all cases, you will be advised of the findings and conclusion.

Any employee or member of management who is found, after appropriate investigation, to have engaged in harassment of another employee or to have retaliated against an employee for reporting harassment, will be subject to appropriate corrective action, depending on the circumstance, ranging from a personal apology to termination.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: DRUG, CONTROLLED  
SUBSTANCE AND ALCOHOL  
#405

Effective Date: 10/01/10  
Supersedes: 05/17/07

Approved by:  
David Fuks  
Chief Executive Officer

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## **DRUG, CONTROLLED SUBSTANCE AND ALCOHOL POLICY**

**PURPOSE:** Cedar Sinai Park promotes employees' safety and productivity by providing and maintaining a work environment free from the effects of drug and alcohol use.

**DEFINITIONS:** For purposes of this policy, the following definitions apply:

Reasonable suspicion of a violation of this policy is specific describable observations, including, but not limited to, odor of alcohol, slurred speech, altered gait, personality changes, errors of judgment, impaired coordination, impaired memory recall, a positive gaze nystagmus test (if administered by a qualified person), impaired balance, unusual changes in work performance or appearance, and other signs or symptoms of being under the influence. Reasonable suspicion also includes credible reports and information from any source, discovery of unprescribed drugs or controlled substances in the employee's possession or in the employee's work area (other than inventory medications maintained by the facility for the treatment of patients), missing medications under the employee's control, and other information or evidence deemed reliable by Cedar Sinai Park indicating a violation of this policy.

Under the influence is defined as any detectable level of alcohol or unprescribed drugs or controlled substances in an employee's blood or urine or any observable impairment of the employee's mental or physical faculties.

Controlled Substances is defined as all forms of narcotics, depressants, stimulants, hallucinogens, and cannabis, and any other substance, whose sale, purchase, transfer, use or possession is prohibited or restricted by law.

Over-the-counter drugs are those that are generally available without a prescription and, for the purpose of this policy, are limited to those drugs which are capable of impairing the judgment of an employee to safely perform his or her duties.

Possession means to have on one's person, in one's personal effects, in one's vehicle, in one's work area, in one's locker, or otherwise under one's care, custody, or control.

Prescription drugs are defined as those drugs that are used in the course of medical treatment and have been prescribed and authorized for use by a provider such as a practitioner, physician or dentist licensed to prescribe the substance.

Premises includes all property, facilities, buildings, structures, installations, work locations, work areas, or vehicles owned, operated, leased, or under the control of Cedar Sinai Park or its affiliated entities. Private vehicles parked on our premises or properties are also included under this definition.

**PRE-EMPLOYMENT SUBSTANCE TESTING:** Individuals to whom a contingent offer of employment is made must submit to substance tests of saliva, urine, blood or hair in accordance with this policy and our testing provider's protocols. An offer of employment is contingent upon the results. Individuals to whom a contingent offer is made whose pre-employment substance tests return positive (except with respect to prescription drugs and over-the-counter medications) will be ineligible for employment. Cedar Sinai Park will decline to extend a final offer of employment to any applicant with a verified positive result, and such applicant may not reapply for a period of 90 days.

**PROHIBITED ACTIVITIES AND CONDITIONS:** The following conditions and activities are expressly prohibited on our premises or property or during work time, while performing employee's duties anywhere, or while representing us in any work-related fashion:

- The manufacture, sale, use, transfer, receipt, transportation or possession of alcohol, and controlled or illegal substances (except strictly in accordance with medical authorization) or any other substances which impair job performance or pose a hazard when use or possession occurs. This provision does not prohibit moderate and responsible consumption of alcohol at an event at which Cedar Sinai Park management has approved the consumption of, or provided, alcoholic beverages.
- Reporting for work having consumed alcohol or used illegal drugs or unprescribed controlled substances at a time, or in such quantities, or in a manner that may impair work performance. For purposes of this policy, having any detectable level of an illegal or unprescribed controlled drug in one's system while covered by this policy is a violation.
- Possessing, consuming or being under the influence of any other substances, including prescribed medications that substantially impair job performance or pose a hazard when use or possession occurs, unless medical authorization is presented to the supervisor before beginning work and the supervisor has approved working while using the medication or substance.
- The theft, unauthorized use, diversion, or intentional mishandling or misuse of any medication or substance that is present at Cedar Sinai Park for the purpose of treating patients.
- A criminal conviction for a drug related activity.

**PRESCRIPTION MEDICATION USE:** If your doctor prescribes medication for you, it is your responsibility to ensure that your ability to work safely will not be affected by taking the medication. If you are in doubt, please discuss this with your physician. If you are unable to safely work due to the effects of prescribed medication, you are required to provide a doctor's statement to your supervisor before your scheduled time to begin work. Any medical issues discussed will be kept confidential.

**PENALTY FOR VIOLATIONS:** Any individual engaging in prohibited conduct or otherwise violating this policy is subject to discipline, up to and including termination of employment pursuant to the applicable policies and procedures, and may also be subject to legal action, including reporting to law enforcement, licensing and regulatory authorities.

Failure or refusing to consent to submit to testing and taxi transportation as required under this policy, failure to provide samples for testing, tampering with samples, attempting to falsify the test results, or reasonable suspicion of tampering or attempting to alter test results are violations of this policy and subject the employee to discipline in accordance with the policies of Cedar Sinai Park up to and including termination of employment.

Employees who suspect co-workers of substance or alcohol use should address concerns to their supervisor, the administrator, or the chief executive officer. Such information and the reporting employee's identity will be confidential to the extent possible.

**SEARCHING FOR EVIDENCE OF A VIOLATION:** An employee reasonably suspected of being under the influence or in possession of illegal drugs or alcohol on the premises may also be required to submit to a search of the employee's clothing, locker, desk, work area, automobile or other property located on Cedar Sinai Park's premises. If the employee refuses to allow a reasonable search, the employee violates this policy.

**TESTING EMPLOYEES FOR SUBSTANCES:** Employees may be required to submit to testing for the presence of substances under the following conditions:

- Reasonable Suspicion of Violation. Where we have a reasonable suspicion that an employee is in violation of this policy, the employee will be required to submit to testing to determine the presence or use or any involvement with alcohol or drugs. We reserve the right to determine whether reasonable suspicion exists. In instances of reasonable suspicion, employees are required to be transported to the drug testing site and then to their home via a taxi at Cedar Sinai Park's expense.
- Missing Substances: This portion of the Drug and Alcohol Policy applies to any healthcare personnel employed by Cedar Sinai Park, who have access to controlled substances. When there is a medication administration or handling discrepancy or where a substance is missing, all personnel who were involved in the handling of, or had access to, the missing substance will be immediately be required to submit to a substance test. Employees who refuse a substance test under these circumstances or who are reasonably suspected of stealing or intentionally diverting a controlled substance kept for administration to patients will be reported to the appropriate regulatory and licensing agencies. Employees who admit to diversion of medications will undergo substance testing. Refusal to submit to a substance test is a violation of this policy.
- Having been involved in an accident or incident on organization premises, which results in physical injury, property damage, or where the employee is the subject of an accident investigation involving a fatality, bodily injury or damage to property.

- Unexplained absenteeism or tardiness.
- Reports of individual or group drug or alcohol use in violation of this policy.
- Admitting the use of drugs or alcohol in violation of this policy.
- Upon return to work from a leave of absence of any kind which lasts longer than 45 days.

**EMPLOYEE ASSISTANCE:** Cedar Sinai Park will assist any employee who voluntarily requests assistance in seeking help with a personal drug and/or alcohol problem before being counseled, disciplined or before testing is initiated, under this policy. Treatment programs for drug and alcohol problems may be available through health insurance coverage, subject to the provisions of the health insurance plan documents. If employees who qualify for employee assistance as described above, have a problem with drugs and/or alcohol and wish to undertake rehabilitation, they will be granted an unpaid leave of absence for this purpose if the employee has been employed at least 3 months, unless discipline is required.

However, it is the employee's responsibility to seek Cedar Sinai Park's assistance BEFORE drug or alcohol problems lead to on-the-job safety or misconduct concerns, or a violation of this policy. If an employee fails to do so, and uses alcohol or drugs in connection with work, or otherwise violates this policy. The employee will be disciplined, in accordance with this policy and the other applicable policies of Cedar Sinai Park. Cedar Sinai Park, in its sole discretion and unfettered judgement, may allow a disciplined employee to enter a treatment program, and provide other assistance, if warranted by the circumstances which may include, but are not limited to duration of employment, work performance history, sincerity, attitude, prior history of discipline, severity of the violation of this policy, and other factors which may enhance the likelihood of successful rehabilitation.

The employee may be required to sign a Last Chance Agreement to continue in employment after disclosing a substance abuse problem, or after being disciplined for a violation of this policy.

**DISCRETION OF CEDAR SINAI PARK:** This policy is not intended to cover or foresee every situation that might arise. Cedar Sinai Park retains absolute authority to evaluate any drug, alcohol or substance related problem, and take whatever action it deems best without any requirement that the action taken be for cause and without any right of appeal or grievance by any employee.

**LEGAL COMPLIANCE:** The provisions of this policy are subject to any federal, state, or local laws that may prohibit or restrict their applicability, and testing for substances shall be conducted in accordance with and limited by such laws, as amended, notwithstanding any terms of this policy to the contrary.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: TELEPHONE USE  
#406

Effective Date: 10/01/10  
Supersedes: 06/21/02

Approved by:  
David Fuks  
Chief Executive Officer

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### **TELEPHONE USE**

**POLICY:** The telephones at Cedar Sinai Park are for business purposes only. Employees are expected to use their break time and one of the employee lounges for personal telephone calls. Under no circumstances will an employee use a resident's telephone. Personal cell phones may not be used while giving direct care. Personal cell phones may be used only at break time.

**PROCEDURE:** If an employee receives a call when not on break, a message will be taken. In the case of an emergency, the employee will notify his/her supervisor so that arrangements can be made to manage the work load in the event the employee needs to leave work. Employees who make long-distance calls are expected to either use their telephone credit card or call collect. In no case will Cedar Sinai Park be charged for such calls.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: GRATUITIES AND TIPS  
#407

Effective Date: 10/01/10  
Supersedes: 06/21/02

Approved by:  
David Fuks  
Chief Executive Officer

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### **GRATUITIES AND TIPS**

**POLICY:** Employees accept their position at Cedar Sinai Park with the knowledge that their hourly or biweekly rate plus the fringe benefits will be their total remuneration package. Employees who either ask for or accept tips or gifts of any kind are subject to disciplinary action, including possible discharge.

**PROCEDURE:** Residents or family members occasionally wish to express appreciation of services through gifts or money. Employees should encourage residents or family members to contribute to the Employee Recognition Fund in that employee's name instead. The Business Office collects money for this fund which is divided and distributed to all employees on an annual basis. Gifts such as food or flowers may be accepted if they are shared with co-workers. If a resident makes something for an employee in the Activity Department, that employee is permitted to accept it. This and all gifts should be discouraged.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: USE OF CEDAR SINAI PARK  
VEHICLES  
#408

Effective Date: 10/01/10  
Supersedes: 05/17/07

Approved by:  
David Fuks  
Chief Executive Officer

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### **USE OF CEDAR SINAI PARK VEHICLES**

**POLICY:** Vehicles owned by the campus will be used solely for campus business and shall only be operated by individuals whose driving records have been checked and who have been approved as an eligible operator. Employees are responsible for driving and parking tickets incurred while using Cedar Sinai Park vehicles.

**PROCEDURE:** All vehicles owned by Cedar Sinai Park are used primarily, but not exclusively, for activities that involve the transportation of residents of the Robison Jewish Health Center and the Rose Schnitzer Manor. Any changes of the above uses will need to be approved by the administration.

Employees authorized to operate Cedar Sinai Park vehicles must check out vehicles from either the Robison Jewish Health Center or Rose Schnitzer Manor concierge. No personal use shall be made of Cedar Sinai Park vehicles.

Employees who are asked to use their personal automobiles for company business will be reimbursed based on the mileage reimbursement procedure. Supervisors will instruct such employees on the record-keeping of expenses and procedures for reimbursement.

Employees are expected to obey driving and parking laws/rules. Employees will reimburse Cedar Sinai Park for the cost of any driving and/or parking tickets incurred while using company vehicles.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: USE OF CEDAR SINAI  
PARK EQUIPMENT AND SPACE  
#409

Effective Date: 03/26/04  
Supersedes: 08/01/98

Approved by:  
David Fuks  
Chief Executive Officer

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### **USE OF CEDAR SINAI PARK EQUIPMENT AND SPACE**

**POLICY:** Neither staff nor non-staff are permitted to use Cedar Sinai Park's equipment and/or space for personal projects without the express written permission of the facility administrator.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: USE OF CEDAR SINAI  
PARK EQUIPMENT AND SPACE  
#409

Effective Date: 03/26/04  
Supersedes: 08/01/98

Approved by:  
David Fuks  
Chief Executive Officer

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### **USE OF CEDAR SINAI PARK EQUIPMENT AND SPACE**

**POLICY:** Neither staff nor non-staff are permitted to use Cedar Sinai Park's equipment and/or space for personal projects without the express written permission of the facility administrator.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: SOLICITATION AND  
DISTRIBUTION  
# 410

Effective Date: 06/21/02  
Supersedes: 08/01/98

Approved by:  
David Fuks  
Chief Executive Officer

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### **SOLICITATION AND DISTRIBUTION**

**POLICY:** Employees should not be disturbed, interrupted or distracted in performing the duties of their jobs by solicitations (to contribute to or support some organization, purchase some item, etc.) or by distribution of literature.

**PROCEDURE:** Employees who wish to solicit or distribute literature to another staff member may do so only when both are on non-working time. (e.g., during break periods and meal times) and in non-working areas. No one may solicit or distribute literature to staff members who are or should be working. Non-staff may not solicit staff or distribute literature on Cedar Sinai Park's premises at any time.

The distribution or posting on bulletin boards or elsewhere of any literature or notices in work areas is prohibited at all times. However, such materials may be distributed in non-work areas, such as staff lounges.

Favors or retribution based on solicitation will be investigated and where a violation is discovered, disciplinary action including possible discharge will be taken.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: COMMUNICATION  
NETWORK  
#411

Effective Date: 10/01/10  
Supersedes 06/21/02

Approved by:  
David Fuks  
Chief Executive Officer

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## **COMMUNICATION NETWORK**

**POLICY:** It is the responsibility of employees to actively participate in the communication networks of Cedar Sinai Park.

**PROCEDURE:** Information is disseminated to employees in a variety of ways. Examples include:

- Service Plans
- Care Plans
- Daily report, staff to staff
- Suggestion box
- Memos
- Employee newsletter
- Chain of command
- Staff meetings
- Mailboxes
- Unit meetings
- In-service information
- Personnel handbook
- Inserts with paychecks
- Clinical Records
- Work orders
- Minutes of meetings
- Monthly schedule
- Activity board for group activities
- Electronic Mail (E-Mail)
- Voice Mail
- Posted announcements; educational opportunities, positions available for work, staff communications, policy changes
- Employee bulletin boards in employee lounges for information such as results of Safety Committee meetings, contests, policy on fire, disaster and safety rules

Occasionally, a flyer will be put into your pay envelope with important information. Many departments also have mail boxes for employees. Cedar Sinai Park will occasionally solicit your opinions about its policies, and also will request completion of forms regarding various surveys or mandatory in-services.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: INCLEMENT WEATHER  
#412

Effective Date: 10/01/10  
Supersedes: 12/05/03

Approved by:  
David Fuks  
Chief Executive Officer

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## **INCLEMENT WEATHER**

**POLICY:** A significant weather event or winter storm will trigger the Cedar Sinai Park Disaster Plan. With certain restrictions Cedar Sinai Park will provide a designated driver and vehicle for those employees unable to commute to work due to inclement weather. **Incident Commander** (refer to CSP Emergency Services Manual) will make the determination as to when the transportation of staff by Cedar Sinai Park employees will begin and end at each spell of inclement weather.

**PROCEDURE:** In the event of inclement weather, employees should make all reasonable attempts to report to work for their scheduled shifts. This can be done by the following:

- Carpool (if staff live close to one another and have appropriate vehicle staff are encouraged to carpool). Vehicle should have extra supplies such as cell phone, water, blankets, and power bars.)
- Make arrangements through public transportation (i.e. bus, taxi-cab).
- Walk if employee lives close and it is safe to do so.

If an employee exhausts all other means of transportation and lives within a twenty mile radius of our campus, he/she should contact Cedar Sinai Park to make transportation arrangements:

1. Call Cedar Sinai Park's facility concierge as early as possible, but at least four hour before his/her scheduled shift.
2. Concierge will transfer calls to Shuttle Dispatcher. Employee to give his/her name, address and phone number.
3. Once a ride has been scheduled with Cedar Sinai Park, the employee should wait at the agreed location until transportation arrives. Dress appropriately (hat, gloves, boots, etc.) and be prepared to wait as timing of pickups can be unpredictable. CSP will make every effort to communicate timing; however employees must be ready to go when ride arrives. This may mean going to work earlier or later than planned.
4. After the employee's shift is over, he/she should make every effort to arrange for a ride home.

This does not ensure that employees will arrive to work on time. Employees will be paid from the time they actually arrive to work and punch in. If an employee is waiting for a ride home from CSP shuttle, with supervisor's approval, they may continue to work on the floor until their ride arrives. This will be paid time on the clock. It is the expectation of CSP that staff do not leave their position until replacement staff has arrived.

If employee is going to be late or absent they must call in and speak with their supervisor.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: OBSERVING KASHRUTH  
#413

Effective Date: 10/01/10  
Supersedes: 02/07/08

Approved by:  
David Fuks  
Chief Executive Officer

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### **OBSERVING KOSHER LAWS**

**POLICY:** Cedar Sinai Park observes traditional Jewish Orthodox dietary kosher laws and practices. All events where the Cedar Sinai Park provides food must also be Kosher. Two major concepts are followed:

1. Dairy products and meat products are not to be stored, prepared, served or eaten together
2. All pork products and shell fish are forbidden.

**PROCEDURE:** The details of maintaining a Kosher facility are available upon request. Some general rules are as follows:

- Two different colored sets of dishes, two different patterns of silver, and separate sets of cooking pans and utensils are kept for the separate use at meat and dairy meals. At no time should the different patterns and equipment be used, placed or stored together. Nor should any food other than food prepared in Cedar Sinai Park's kitchen come in contact with any dishes or silverware.
- At no time may meat or meat products be prepared or served with dairy products and vice-versa.
- All beef, lamb and poultry products purchased must be specially processed to Kosher standards.
- Absolutely no pork or pork products are allowed in the kitchen or dining areas.
- Fish (other than hard shell or scavenger), eggs, fruit and vegetables are considered neutral foods (pareve), and may be prepared and served with meat or dairy food.
- A resident's medical condition can cause a waiver of kosher laws but under no circumstances should Cedar Sinai Park facilities or equipment be made un-kosher. Specially designated areas or equipment can be used. Waiver must be made through the Administration, who will consult with the supervising Rabbi.
- Residents may have food of their choice, kosher or non-kosher in their own rooms and apartments as long as it is stored according to sanitary standards.
- Separate areas in the kitchen are used for the preparation, serving and clean-up of meat meals and dairy meals. Employees who wish to bring in non-kosher food may use break room

refrigerators.

- Employees who need to use dishes or silverware should ask for plastic disposables.

#### PASSOVER

During the eight days of Passover, which occurs each spring, all the food and dishes at Cedar Sinai Park are replaced to make way for unleavened food and Passover dishes. Employees are asked to take home any food products in their work areas and store and eat non-kosher meals in any of the staff lounges, especially during these eight days.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: HOLIDAY  
DECORATION/MUSIC  
#414

Effective Date: 08/02/02  
Supersedes: 06/21/02

Approved by:  
David Fuks  
Chief Executive Officer

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### **HOLIDAY DECORATION/MUSIC**

**POLICY:** Cedar Sinai Park promotes an atmosphere which would prevent offending Jewish residents and families who might not wish to be confronted by symbols of other religions and observances, and to celebrate the winter holiday and emphasize the Jewish tradition of Hanukkah.

**PROCEDURE:** The staff at Cedar Sinai Park may decorate and wear seasonal holiday decorations such as teddy bears, snowmen, bells, the words "Happy Holidays" or "Seasons Greetings".

Examples of non-acceptable religious (non-Jewish) decorations and music are the words "Merry Christmas", "Joy to the World", a crèche, a babe in the manger, wise men, shepherds, wreaths or Christmas trees.

Any questions about appropriateness of decorations/music may be referred to Administration.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: DISCIPLINARY ACTION  
#415

Effective Date: 06/21/02  
Supersedes: 08/01/98

Approved by:  
David Fuks  
Chief Executive Officer

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## **DISCIPLINARY ACTION**

**POLICY:** Cedar Sinai Park reserves the right to exercise broad disciplinary authority. Employees are expected to conduct themselves in a professional, businesslike and efficient manner at all times as described in the handbook.

**PROCEDURE:** Cedar Sinai Park reserves full discretionary authority to determine whether discipline should be imposed, whether an investigation or any other procedure is warranted before discipline is imposed, and the penalty which, in its sole judgment, is appropriate

Cedar Sinai Park's decision is final and binding, and in cases where discipline is grieved (Section 416), Cedar Sinai Park's decision reached at the conclusion of the grievance process is final and binding.

Cedar Sinai Park may impose any form of discipline it deems appropriate in light of an employee's conduct, past record, the surrounding circumstances, and the business concerns of the campus. Although employees generally are given an opportunity to correct problems before termination is imposed, Cedar Sinai Park may impose termination at any time, with or without cause or notice. Written and oral warnings and reprimands, suspensions and other penalties may be imposed, depending on the factors listed above, but there is no requirement of any specific number or sequence of disciplinary measures.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: CORRECTIVE COUNSELING  
#415A

Effective Date: 05/17/07  
Supersedes: 03/12/04

Approved by:  
David Fuks  
Chief Executive Officer

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## **CORRECTIVE COUNSELING**

**POLICY:** Each employee is expected to adhere to all policies and procedures while employed at Cedar Sinai Park (CSP). This policy is a schedule of graduated consequences to address violation of these policies.

**PROCEDURE:** Cedar Sinai Park is justifiably proud of its employees and the manner in which they conduct themselves. Cedar Sinai Park and each of its employees are expected to conduct all work-related matters in accordance with the law and the highest ethical standards. For the protection of our property, business interests and the health and safety of all employees, we have established certain standards of conduct, performance and production. These standards will also ensure superior service to our residents.

Corrective action may result from not following or meeting these standards. If the breach is considered serious, immediate discharge will occur. Cedar Sinai Park reserves the right to interpret the severity and appropriateness of the corrective action based on the circumstances of the situation and also reserves the right to handle each situation on a case by case manner.

Cedar Sinai Park, at its sole discretion, reserves the right to determine when and if progressive discipline should be used. Nothing in this policy should be considered to be a promise or agreement that Cedar Sinai Park will use progressive discipline. Cedar Sinai Park always retains the right to terminate employment without warning, cause or notice.

### **Warnings for Violation of Major Organization Rules**

Violation of a major organization rule will generally result in immediate termination. These rules, although not all inclusive, are listed below. All terminations need to be approved by a department manager and the administrator. If both the manager or the administrator cannot be reached, the employee should be suspended until the termination can be reviewed and approved. If management decides not to terminate, the employee is issued a final written warning.

### **Major Organization Rules (do not consider this list all-inclusive)**

- Violation of security and critical safety rules
- Abusing, destroying or intentionally damaging CSP or resident equipment or property
- Possession of firearms, weapons or explosives on CSP premises or while conducting organization business
- Falsification of CSP records, including but not limited to falsification of hours worked

- Theft or any dishonest act impacting either CSP, resident, other employees, or organizations serving CSP
- Disclosure of proprietary or confidential information
- Misusing or removing CSP records or confidential or proprietary information without proper authorization
- Withholding information from CSP concerning the theft of organization property or assets
- Abusive or threatening physical or verbal acts against co-workers or residents
- Insubordination (i.e., not submitting to authority or disobedient)
- Sexual, racial or other prohibited forms of harassment of employees, residents or other business associates
- Possession, use, dispensing or sale of illegal drugs including drug paraphernalia while on organization time or on CSP property
- Possession or consumption of alcoholic beverages on CSP property
- Reporting to work while under the influence of alcohol or a controlled substance
- Failure to report anyone violating a major organization rule

### **Elements of Investigation**

The various corrective action and/or counseling steps will give consideration to the following, and each case will be reviewed individually:

- The circumstance and/or explanations given by the employee
- The past work, service record and position/level of the employee
- The policy violated
- The extent and severity of the violation
- The frequency of the infraction
- The consistency with action taken with other employees for similar violations under similar circumstances

**Verbal Conversation:** The immediate supervisor informs the employee of the misconduct or substandard performance. If the problem is corrected and not repeated within a six-month period following the conversation, no further action will be taken. The supervisor will make a record of such conversations and will retain for future reference.

**First Written Action:** The immediate supervisor will document performance issues that reoccur on an Employee Counseling Form and identify the steps necessary to correct the problem. The employee, the supervisor and his/her administrator will all sign the form. The employee is welcome to make written comments on the form or attach another sheet if necessary. The original of this form is forwarded to the Personnel Office to be filed in the employee's personnel file. Both the employee and the supervisor will keep a copy.

**Second Written Action:** If an employee does not correct a performance issue addressed by a first written action, the supervisor will complete an Employee Counseling Form or a Performance Improvement Plan. The employee, the supervisor, and his/her administrator will all sign the form. The original of this form is filed in the employee's personnel file. The employee and the supervisor will both keep a copy.

If at this point the performance issue reoccurs within a twelve-month period, the supervisor has the following options, depending on the circumstances.\*

- Suspension without pay
- Termination
- Final written warning: This would be similar to a second written action, except that both the employee and the supervisor understand that any further occurrences of issues or problems will result in the employee's termination.

\*Disciplinary actions taken pursuant to CSP's Drug, Controlled Substance & Alcohol Personnel Policy (#405) may not conform to this policy if in the discretion of management, enforcement of the Drug, Controlled Substance & Alcohol policy requires a different approach."

### **Suspension Pending an Investigation**

Suspensions may be used when an employee is suspected of a serious violation requiring further investigation by management. Examples might include but are not limited to: theft, falsification of CSP records, suspected misappropriation of controlled substances, fighting with a co-worker, and using abusive language with a customer, etc. Non-exempt (hourly) employees are suspended without pay. Salaried (exempt) employees may not be suspended without pay unless the suspension will last at least one week (five days). If CSP finds the employee committed no wrongdoing, the employee will be reinstated with back pay if applicable.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: GRIEVANCE PROCEDURE  
#416

Effective Date: 09/01/11  
Supersedes: 10/01/10

Approved by:  
David Fuks  
Chief Executive Officer

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## **GRIEVANCE PROCEDURE**

**POLICY:** Cedar Sinai Park believes that when misunderstandings, problems, or questions arise, they should receive prompt attention. Cedar Sinai Park strives to maintain an open line of communication with all employees. Suggestions, complaints, problems, etc. are welcome, and employees are encouraged to bring concerns to the company's attention. No one will be discriminated or retaliated against for doing so in a reasonable manner.

**PROCEDURE:** A grievance, for purposes of this policy, is any unresolved complaint concerning pay, benefits, hours, performance appraisal or working conditions (including complaints concerning discipline, discrimination and harassment), or the interpretation of any provision in this handbook. Employees must present the complaint according to the following procedures:

Step 1: Employees must (unless the complaint falls within the Special Cases and Sensitive Complaints provision below) present their complaint to their supervisor. This must be done within thirty calendar days of the event which gives rise to the complaint. The supervisor must respond within seven working days.

Step 2: If an employee is not satisfied with his/her supervisor's response, the employee may present the complaint in writing to the supervisor's supervisor within seven calendar days after receiving the results of Step 1. A response to Step 2 must be given within seven days of the written complaint.

Step 3: If the response in Step 2 is not satisfactory, the employee may appeal his/her complaint in writing to the Administrator or in his/her absence to the Chief Executive Officer or his or her designee, within seven calendar days after you receive the Step 2 response. A response to an appeal in Step 3 must be provided with seven days.

Step 4: If the Step 3 response to the appeal is not satisfactory, the employee may appeal his/her complaint in writing to the President of the Board of Trustees within seven calendar days of receipt of the Step 3 response. The decision of President of the Board of Trustees is final and binding upon both the employee and Cedar Sinai Park.

Special Cases and Sensitive Complaints: Although the employee's supervisor is in the best position to resolve problems or answer questions, Cedar Sinai Park recognizes that there may be situations where the employee believes that a supervisor is either the cause of the problem or does not have the authority to resolve a problem or answer questions. In those unusual situations, the employee may omit Step 1 and present his/her complaint in writing at Step 2 or Step 3, provided that the

written grievance is presented within thirty calendar days of the event giving rise to the complaint. Employees may also use Cedar Sinai Park's anonymous reporting hotline to express concerns or grievances. Reporting to the hotline does not preclude any available actions detailed in this policy.

Waiver: Failure to use the procedure outlined in this section or failure to act within these time limits will waive the employee's right to any further consideration of the complaint.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: CODE OF ETHICS  
#417

Effective Date: 09/22/05  
Supersedes: 06/21/02

Approved by:  
David Fuks  
Chief Executive Officer

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## **CODE OF ETHICS**

**POLICY:** Employees of Cedar Sinai Park will maintain professional relationships with residents, the families of residents, coworkers, and supervisors as directed by the Code of Ethics.

### **EMPLOYEE/RESIDENT RELATIONSHIP**

#### Professional Relationship

Relationships with residents should be consistent with resident treatment plans, interactions normally expected of health care professionals and these policies.

#### Conflicts of Interest

- a. Employees shall be alert to and must avoid conflicts of interest that interfere with the exercise of professional duties and impartial judgment. Employees shall inform both the resident and the administration when a real or potential conflict of interest arises and take all reasonable steps promptly to resolve the issue in a manner which places the residents' interests as primary and protects them to the greatest extent possible.
- b. Employees shall not take advantage of any relationship with residents or their families to further their personal, religious, political, or business interests.
- c. Employees will not engage in dual or multiple relationships with residents or former residents in which there is a risk of exploitation or harm to the resident (see dual relationships as defined below). In instances when dual or multiple relationships are unavoidable, employees should take steps to protect residents. Employees are responsible for setting clear, appropriate, and culturally sensitive boundaries. Employees shall disclose to their supervisor the existence of any dual relationship.

#### Privacy and Confidentiality

- a. Employees shall respect all residents' right to privacy. Employees shall not solicit private information from residents except where it is essential to providing services or care. When private information is appropriately shared, standards of confidentiality apply (see Residents' Bill of Rights).
- b. Employees shall protect the confidentiality of all information obtained in the course of service and care provided to residents
- c. Employees shall not disclose confidential information to third-parties unless residents have given written authorization for such disclosure.
- d. Employees shall discuss confidential information only in the course of their duties and where privacy can be ensured. Employees shall not discuss confidential information in

- public or semipublic areas such as hallways, waiting areas, and elevators.
- e. Employees shall take precautions to ensure and maintain the confidentiality of information transmitted to other parties through the use of computers, electronic mail, facsimile machines, telephones and telephone answering machines, and other electronic or computer technology.
  - f. Employees shall not photograph or video tape residents without permission. Written permission must be obtained for publication of such photographs.

#### Fair Treatment

- a. Employees shall not use derogatory, profane or abusive language in their written or verbal communication to or about residents.
- b. Employees shall use respectful language in all their communications to and about residents.

#### Harassment

Employees shall not harass residents. Harassment is unwelcome, recurring attention because of gender, race, disability, religion, age or any other legally protected status.

#### Sexual Relationship/Sexual Harassment

- a. Employees shall under no circumstance engage in sexual activities or sexual contact with residents, whether such contact is consensual or forced, or exhibit conduct which may give the appearance of, or would create a suspicion of, such contact.
- b. Employees shall recognize that engaging in sexual activities or sexual contact with residents' relatives or other individuals with whom residents maintain a close personal relationship may present is a risk of exploitation, or perceived exploitation, or potential psychological, emotional or physical harm to the resident. Employees shall disclose such relationships to their supervisor.
- c. Sexual harassment includes, but is not limited to unwelcome advances, sexual solicitation, requests for sexual favors, and other unwelcome verbal or physical conduct or depictions of a sexual nature.

#### Gratuities

Employees shall under no circumstance accept money or gifts from residents or their relatives. Gifts include but are not limited to the following: tangible items, gift certificates, meals at the resident's expense away from the campus, bequests, and vacation accommodations. Exchanges of tokens of appreciation, such as food, greeting cards, flowers, and arts and crafts made by residents in our activities program are not prohibited.

### **EMPLOYEE/EMPLOYEE RELATIONSHIP**

#### Respect

- a. Employees shall interact with coworkers in a respectful and professional manner.
- b. Employees shall avoid unwarranted negative criticism of coworkers in communications with residents, residents' families, or with other professionals. Unwarranted negative criticism may include demeaning comments that refer to coworkers' levels of competence or to individuals' attributes such as race, ethnicity, national origin, color, sex, sexual orientation,

- age, marital status, political belief, religion, and mental or physical disability.
- c. Employees shall cooperate with coworkers and other professionals when such cooperation serves the well-being of the residents.
  - d. Employees shall not use profane or abusive language when communicating with coworkers, whether verbal, written or electronic.

#### Interdisciplinary Collaboration

- a. Employees who are members of an interdisciplinary team shall participate in and contribute to decisions that affect the well-being of residents. Professional and ethical obligations of the interdisciplinary team as a whole and of its individual members should be clearly established.
- b. Employees for whom a team decision raises ethical concerns should attempt to resolve the disagreement through appropriate channels, i.e. presenting their concerns to their supervisor.

#### Dual Relationship (Employee/Employee)

- a. Managers and supervisors shall not engage in dual or multiple relationships with supervisees in which there is a risk of, or potential for appearance of, exploitation to the supervisee or if such a relationship interferes with professional judgment or processes. Dual or multiple relationships occur when employees relate to residents in more than one relationship, whether social or business whether within or outside the work environment. Such relationships can occur simultaneously or consecutively. Examples of dual relationships include but are not limited to the following:
  - when a supervisor hires an employee to work at the supervisor's home;
  - when a supervisor dates an employee;
  - when an employee of Cedar Sinai Park is hired by resident or family member;
  - when an employee dates a resident.
- b. Employees shall disclose to their supervisor the existence of a dual relationship they have with a board member, volunteer, vendor, or other representative of the organization and will abide by professional boundaries in the course of their work.
- c. Applicants for employment who are related to staff or former staff members are considered solely on the basis of their qualifications and without regard to family relationships.
- d. Employees shall not be hired, promoted or transferred into a position which places them under or over their family member who exercises supervisory, appointment or grievance adjustment authority. "Family member" means domestic partner, wife, husband, daughter, son, mother, father, sister, brother, sister-in-law, brother-in-law, parent-in-law, aunt, uncle, niece, nephew, step-parent, step-child, grandparent, grandchild.

#### Sexual Relationships

- a. Employees who function as supervisors or managers shall not engage in sexual activities or contact with supervisees, trainees, or other coworkers over whom they exercise authority.
- b. Employees should avoid engaging in sexual relationships with coworkers when there is potential for a conflict of interest.
- c. Managers and supervisors who become involved in, or anticipate becoming involved in, a

consensual sexual relationship with a supervisee have a duty to transfer responsibilities, when necessary, to avoid a conflict of interest.

- d. Employees shall not engage in sexual relations on or in Cedar Sinai Park property.

Harassment, Reporting Harassment

Please see Personnel Policy #404 for information pertaining to harassment.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: PREVENTION OF ABUSE  
#418

Effective Date: 10/01/10  
Supersedes: 06/21/02

Approved by:  
David Fuks  
Chief Executive Officer

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## **PREVENTION OF ABUSE**

**If there is an immediate threat to the health or safety of anyone, call 911.**

**POLICY:** No resident at Cedar Sinai Park should be subjected to any kind of abuse, neglect or misappropriation of property or finances. (See pages 2-3 of this policy for definition of abuse.) It is Cedar Sinai Park's policy to hire appropriate personnel, adequately train personnel and maintain a process whereby actual or alleged violations of resident rights are addressed. Residents are protected while an investigation is in progress and measures taken to prevent any reoccurrence.

### **PROCEDURE:**

- I. Screening - applicant or new employee
  - A. Criminal record checks are done through Oregon Department of Human Services Criminal Records Unit and regulatory guidelines are followed if a criminal record is present.
  - B. Post job-offer screening for drug and/or alcohol use, as well as "probable cause" testing for all employees.
  - C. A minimum of 2 references are checked prior to an offer of employment.
  - D. Licensure and/or certification with no finding of abuse or encumbrance is verified.
  - E. Candidates for certified nursing assistant training are screened by a pre-class experience as well as going through the normal hiring process.
  - F. During the interview process, the applicant is advised of potential stressors in the work environment and asked to consider their own coping skills.
- II. Staff Education and Support
  - A. Training is mandatory for all facility staff regarding
    - 1) resident rights
    - 2) the identification of events and occurrences that may constitute or contribute to abuse
    - 3) action to be taken if actual or suspected abuse occurs
  - B. The Facility Administrator or designee provides education for all staff on resident rights and the definition, prevention and reporting of abuse.
  - C. Yearly inservices are offered on recognition of emotional burnout and stress and how to prevent and treat.
  - D. Opportunities at Cedar Sinai Park are provided campus wide for staff to interact and discuss potential or actual problems and solutions
    - 1) Interdisciplinary team (IDT) morning report

- 2) Weekly/monthly departmental meetings
- 3) Administrative Council meetings
- 4) Continuous Quality Improvement meetings
- 5) Quality Management & Corporate Compliance Committee
- 6) Nursing/Health Services 24 hour report and shift change verbal report.
- 7) IDT care conferences every 3 months and as needed.
- 8) Family conferences as needed.
- 9) Anonymous reporting hotline.
- 10) A staff psychiatrist who does weekly rounds in the Health Center.
- 11) Inservice and conferencing as needed by trained professional consultants annually and as needed.

### III. Care for the physical environment

- A. Safe housekeeping and food service practices.
- B. Observance of fire and life-safety regulations.
- C. Equipment that is in good working order.
- D. Assistive devices for ambulation and transfers.
- E. Monitoring cameras located in appropriate/designated areas cross-campus.
- F. "Restraint-free" meaning that no restraints are used directly on a resident's body and only minimal use of adjacent devices as a restraint.
- G. Low stimulus, secure neighborhood of care provided for those in need of such an environment.
- H. Staffing ratios appropriate for the acuity, including the use of 1:1 staffing if other measures are inadequate.

### DEFINITIONS:

(Oregon Administrative Rule. Chapter 411, Division 85, 411-85-005)

#### "Abuse means:

- a) Any physical injury to a resident which has been caused by other than accidental means. This includes injuries which a reasonable and prudent person would have been able to prevent such as hitting, pinching or striking, or injury resulting from rough handling.
- b) Failure to provide basic care or services to a resident that results in physical harm, unreasonable discomfort or serious loss of human dignity.
- c) Sexual contact with a resident, including fondling, caused by an employee, agent or other resident of a long-term care facility by force, threat, duress or coercion, or sexual contact where the resident has no ability to consent.
- d) Illegal or improper use of a resident's resources for the personal profit or gain of another person, borrowing resident funds, spending resident funds without the resident's consent, or, if the resident is not capable of consenting, spending resident funds for items or services from which the resident cannot benefit or appreciate, or spending resident funds to acquire items for use in common areas when such purchase is not initiated by the resident.
- e) Verbal abuse as prohibited by federal law, including use of oral, written or gestured communication to a resident or visitor that describes a resident(s) in disparaging or derogatory terms.

- f) Mental abuse as prohibited by federal law including humiliation, harassment, threats of punishment or deprivation, directed toward the resident.
- g) Corporal punishment.
- h) Involuntary seclusion for convenience of discipline.”

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: REPORTING &  
INVESTIGATION OF SUSPECTED  
ABUSE  
#418A

Effective Date: 10/01/10

Approved by:  
David Fuks  
Chief Executive Officer

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## **REPORTING & INVESTIGATION OF SUSPECTED ABUSE**

**If there is an immediate threat to the health or safety of anyone, call 911. Adult Protective Services must be called immediately before the investigation.**

**POLICY:** Cedar Sinai Park's policy requires all staff to report suspected abuse. (See definition of Abuse below.)

### **PROCEDURE:**

#### **I. SUSPECTED ABUSE - REPORTING AND RESPONSE**

- A. All staff are mandatory reporters of any actual or suspected abuse. Any staff member may report directly to a government agency without fear of retaliation. However, it is recommended that staff use the following procedure. This must take place immediately:
  - 1) Line staff should report to their immediate supervisor, the Director of Nursing Services (DNS) or DNS designee or the Health Services Director or the facility Administrator or the Designated Staff Member on Duty (DSM), Chief Executive Officer (CEO) or CEO designee.
  - 2) The DNS or facility Administrator will report to Senior and Disabled Services' Protective Service department and/or to the police.
- B. Supervisory staff will
  - 1) protect the resident by any measure needed
  - 2) provide access to necessary medical and/or psychological care needed for the resident
  - 3) complete a written report that describes the incident, investigation and actions
  - 4) begin an investigation of the incident
  - 5) place any staff member, who allegedly has been abusive, on paid administrative leave immediately
  - 6) notify resident's responsible party
- C. Administrative staff will
  - 1) assist supervisory staff as needed
  - 2) complete investigation of the incident within 5 working days
  - 3) follow up with Protective Services, resident, responsible party, other members of the interdisciplinary team and alleged perpetrator as needed
  - 4) discipline staff as necessary

- 5) notify the appropriate licensing agency if a licensed or certified staff member is terminated

**DEFINITIONS:**

(Oregon Administrative Rule. Chapter 411, Division 85, 411-85-005)

“Abuse means:

- a) Any physical injury to a resident which has been caused by other than accidental means. This includes injuries which a reasonable and prudent person would have been able to prevent such as hitting, pinching or striking, or injury resulting from rough handling.
- b) Failure to provide basic care or services to a resident that results in physical harm, unreasonable discomfort or serious loss of human dignity.
- c) Sexual contact with a resident, including fondling, caused by an employee, agent or other resident of a long-term care facility by force, threat, duress or coercion, or sexual contact where the resident has no ability to consent.
- d) Illegal or improper use of a resident's resources for the personal profit or gain of another person, borrowing resident funds, spending resident funds without the resident's consent, or, if the resident is not capable of consenting, spending resident funds for items or services from which the resident cannot benefit or appreciate, or spending resident funds to acquire items for use in common areas when such purchase is not initiated by the resident.
- e) Verbal abuse as prohibited by federal law, including use of oral, written or gestured communication to a resident or visitor that describes a resident(s) in disparaging or derogatory terms.
- f) Mental abuse as prohibited by federal law including humiliation, harassment, threats of punishment or deprivation, directed toward the resident.
- g) Corporal punishment.
- h) Involuntary seclusion for convenience of discipline.”

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: E-MAIL POLICY  
(INTERNAL & EXTERNAL)  
#419

Effective Date: 06/21/02  
Supersedes: 03/01/00

Approved by:  
David Fuks  
Chief Executive Officer

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## **E-MAIL**

**POLICY:** Cedar Sinai Park's e-mail system is provided by the company to assist in the conduct of company business. Cedar Sinai Park has established a policy with regard to access and disclosure of electronic mail (e-mail) messages created, sent or received by our employees using the company's electronic mail system. Cedar Sinai Park reserves the right to change this policy at any time as may be required under the circumstances.

**PROCEDURE:** The e-mail system hardware is company property. Additionally, all, including personal messages composed, sent, or received on the e-mail system are and remain the property of Cedar Sinai Park. Cedar Sinai Park reserves the right to review, audit, intercept, access and disclose all messages created, received, or sent over the e-mail system for any purpose. The contents of e-mail properly obtained for legitimate business purposes, may be disclosed within the company without the permission of the employee.

The e-mail system may not be used to solicit or persuade for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations.

The e-mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, derogatory gender-specific comments, or any other comments that offensively addresses someone's sex, age, sexual orientation, religious or political beliefs, national origin, or disability.

The e-mail system shall not be used to send or receive copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from the Chief Executive Officer or the Chief Financial Officer.

The confidentiality of any message should not be assumed. Even when a message is deleted, it can still be retrieved and read. The use of passwords for security does not guarantee confidentiality. Notwithstanding the company's right to retrieve and read any e-mail messages, employees are not permitted to read, intercept, copy, use or disclose e-mail messages directed to others. Any exception to this policy must receive prior approval by the employer or the receiving employee.

Personal e-mail should be kept to a minimum and not interfere with your productivity.

Any employee who discovers a violation to this policy shall notify their supervisor or personnel department.

Any employee who violates this policy or uses the e-mail system for improper purposes shall be subjected to discipline, up to and including termination.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: INTERNET POLICY  
#420

Effective Date: 10/01/10  
Supersedes: 06/21/02

Approved by:  
David Fuks  
Chief Executive Officer

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## **INTERNET**

**POLICY:** Access to the Internet has been provided to employees for the benefit of Cedar Sinai Park. It allows employees to access information resources around the world. Every employee has a responsibility to maintain and enhance Cedar Sinai Park's public image, and to use the Internet in a productive manner. To ensure that all employees are responsible, productive Internet users and are protecting the Cedar Sinai Park's public image, the following guidelines have been established.

### **PROCEDURE:**

#### **ACCEPTABLE USES OF THE INTERNET**

Employees accessing the Internet are representing Cedar Sinai Park. All communications should be for professional reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Internet Relay Chat channels may only be used to conduct official Cedar Sinai Park business, or to gain technical or analytical advice. Databases may only be accessed for information as needed for the benefit of Cedar Sinai Park.

#### **UNACCEPTABLE USE OF THE INTERNET**

The Internet should not be used for personal gain or advancement of individual views. Use of the Internet must not disturb the operation of Cedar Sinai Park's network or the networks of other users. It must not interfere with your productivity.

#### **COMMUNICATIONS**

Each employee is responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. No abusive, profane or offensive language may be transmitted through the system. No messages with derogatory or inflammatory remarks about an individual or group's race, religious or political beliefs, age, national origin, disability, physical attributes, or sexual orientation will be transmitted. Information published on the Internet should not violate or infringe upon the rights of others.

#### **SOFTWARE**

To prevent computer viruses from being transmitted through the Internet, there will be no unauthorized downloading of any software. See the Network Administrator for authorization.

#### **COPYRIGHT ISSUES**

Copyright materials belonging to entities other than Cedar Sinai Park may not be transmitted by employees on the Internet. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the

owner. Failure to observe copyright or license agreements may result in disciplinary action from Cedar Sinai Park or legal action by the copyright owner.

### SECURITY

All messages created, sent or retrieved over the Internet are the property of Cedar Sinai Park and should be considered public information. Cedar Sinai Park reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement or third parties without prior consent of the sender or receiver.

### VIOLATIONS

Violations of any guidelines listed above may result in disciplinary action up to and including termination. If necessary, Cedar Sinai Park will advise appropriate legal officials of any illegal violations.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: DETECTION &  
PREVENTION OF FINANCIAL FRAUD,  
WASTE & ABUSE  
#421

Effective Date: 03/06/08  
Supersedes: 05/17/07

Approved by:  
David Fuks  
Chief Executive Officer

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### **DETECTION & PREVENTION OF FINANCIAL FRAUD, WASTE & ABUSE**

**(Please refer to Personnel Policy #418 – Prevention of Abuse for information related to resident physical abuse.)**

**POLICY:** It is the policy of Cedar Sinai Park (CSP) to provide health care services in a manner that complies with all applicable federal and state laws and that meets the high standards of business and professional ethics. To further this policy, and to comply with Section 6032 of the Deficit Reduction Act of 2005, CSP provides the following information about its policies and procedures and the role of certain federal laws in detecting and preventing financial fraud, waste and abuse. CSP encourages employees to report financial fraud, waste and abuse (see “Reporting” section at the end of this document).

#### **SUMMARY OF FEDERAL & STATE LAWS:**

##### **FEDERAL FALSE CLAIMS ACT**

The federal False Claims Act (FCA) imposes liability on any person or entity who:

- Knowingly files a false or fraudulent claim for payments to Medicare, Medicaid or other federally funded health care program;
- Knowingly uses a false record or statement to obtain payment on a false or fraudulent claim from Medicare, Medicaid or other federally funded health care program (HMO); or
- Conspires to defraud Medicare, Medicaid or other federally funded health care program by attempting to have a false or fraudulent claim paid.

“Knowingly” means:

- Having actual knowledge that the information on the claim is false;
- Acting in deliberate ignorance of whether the claim is true or false; or
- Acting in reckless disregard of whether the claim is true or false.

Any person or entity found liable under the FCA is subject to civil penalties of between \$5,000 and \$11,000 per claim plus three times the amounts of damages that the government sustained because of the illegal act.

The FCA includes a whistleblower provision, which allows someone with actual knowledge of alleged FCA violations to file suit on the government’s behalf. After the whistleblower files suit, the case is kept confidential while the government conducts an investigation to determine whether it has merit. The government may decide to take over the case, but if it declines to do so, the whistleblower may

still pursue the suit. A whistleblower who prevails may qualify for 15 to 30 percent of the amount recovered on the government's behalf as well as attorney's fees and costs.

Under the FCA, employers cannot retaliate or punish an employee who files or participates in the prosecution of a whistleblower suit. If an employee is discharged, demoted, suspended, threatened, harassed or otherwise discriminated against because he or she brought a legal action under the FCA, the employee may bring a civil action against the employer. Damages can include pay back, interest, attorney's fees and possible reinstatement to seniority status. This does not insulate the whistleblower from disciplinary action if it turns out that he or she was involved in the reported wrongdoing.

#### PROGRAM FRAUD CIVIL REMEDIES ACT

The Program Fraud and Civil Remedies Act (PFCRA) creates administrative remedies for making false claims and false statements. These penalties are separate from and in addition to any liability that may be imposed under the FCA.

The PFCRA imposes liability on people or entities that file a claim that they know or have reason to know:

- Is false, fictitious or fraudulent;
- Includes or is supported by any written statement that contains false, fictitious or fraudulent information;
- Includes or is supported by a written statement that omits a material fact, which causes the statement to be false, fictitious or fraudulent and the person or entity submitting the statement has a duty to include the omitted fact; or
- Is payment for property or services not provided as claimed.

A violation of this section of the PFCRA is punishable by a \$5,000 civil penalty for each wrongfully filed claim, plus an assessment of twice the amount of any unlawful claim that has been paid.

In addition, a person or entity violates the PFCRA if they submit a written statement that they know or should know:

- Asserts a material fact that is false, fictitious or fraudulent; or
- Omits a material fact that they had a duty to include, the omission caused the statement to be false, fictitious, or fraudulent, and the statement contained a certification of accuracy.

A violation of this section of the PFCRA carries a civil penalty of up to \$5,000 in addition to any other remedy allowed under the other laws.

#### STATE PROVISIONS

Oregon has criminal and civil laws that prohibit Medicaid fraud. For instance:

- It is a crime if a health care provider knowingly submits or causes to be submitted a claim for payment to which the provider is not entitled. (ORS 411.675; ORS 165.690-165.692)

#### **PROCEDURE:**

Following are CSP's policies and procedures for detecting and preventing financial fraud, waste and abuse:

#### VERIFICATION OF MEDICARE/HMO COVERAGE

- On admission, Social Services verifies a resident's Medicare/HMO coverage.
- When the MDS is submitted, there is verification that Medicare information is correct.
- The Residential Care Manager determines a resident's level of care/RUG score. A multidisciplinary team consisting of Nursing, Rehabilitation, Social Services, Activities and Food Services completes various sections of the RUG paperwork.
- Section P & Section T of the MDS form (also known as P&T Form, skilled care therapy form) is signed by the Administrator.

#### VERIFICATION OF MEDICAID COVERAGE

- A Case Manager conducts the pre-authorization screening and determines Medicaid eligibility.
- A PAS screen is conducted pre-admission. Billings for Medicaid services are reviewed against the State database/long-term care file, and payment is received only for eligible residents.
- For Medicaid complex medical add-on, an assessment and document is created by the Resident Care Manager. That document is verified by the State on a weekly basis.

#### **REPORTING**

Following are several ways to report a false claim:

- CSP encourages employees to report suspected incidents of financial fraud, waste and abuse to the Chief Executive Officer for further investigation.
- Telephone - Oregon Department of Human Services (DHS) Fraud Reporting Hotline: 1-800-372-8301 (1-800-FRAUD01)
- Internet - Oregon DHS Fraud Reporting Web page: [www.oregon.gov/DHS/aboutdhs/fraud](http://www.oregon.gov/DHS/aboutdhs/fraud)
- Fax - Send to 1-503-373-1525 ATTN: HOTLINE (Oregon DHS)

You are not required to report a possible claims act violation to CSP first. You may report directly to the State of Oregon or the Federal Department of Justice. CSP will not retaliate against you if you inform CSP, the state or the federal government of a possible false claims act violation.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: EMPLOYEE PERSONAL  
PROPERTY  
#422

Effective Date: 10/01/10

Approved by:  
David Fuks  
Chief Executive Officer

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**EMPLOYEE PERSONAL PROPERTY**

**POLICY:** It is Cedar Sinai Park's policy that employees are responsible for their lost, stolen or damaged personal property. The bringing of large quantities of cash or other valuables to the work environment by staff is discouraged. Staff are encouraged to secure personal items (i.e. purses, wallets, vehicles) while on campus. Cedar Sinai Park will provide staff with a small space to lock personal items.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: ACTIVITIES PROMOTION  
#423

Effective Date: 07/22/02

Approved by:  
David Fuks  
Chief Executive Officer

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### **ACTIVITIES PROMOTION**

**POLICY:** It is the policy of Cedar Sinai Park to honor our agreement with the Hayhurst Neighborhood Association and promote goodwill with our neighbors. To accomplish the above, Cedar Sinai Park volunteers and staff will not advertise activities on our campus as open to the public. Cedar Sinai Park is allowed, within the guidelines of our agreement, to advertise and hold events related to our ordinary course of business. Administration, at its discretion, will determine how those events will be promoted.

### **PROCEDURE:**

Cedar Sinai Park has an agreement with the Hayhurst Neighborhood Association under which we agree not to advertise events on our campus as open to the general public.

It is our intention to uphold the agreement we have made and maintain a good relationship with our neighbors. Publicizing events as open to the general public jeopardizes our goal to honor and respect this agreement. Open houses, Board meetings, resident family support groups and marketing events are examples of activities allowed and anticipated by the agreement.

All announcements of events will be submitted to the administrator of the facility sponsoring future events. The purpose of this procedure is to ensure that all announcements to the public meet the criteria of our agreement with our neighbors.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: CULTURALLY COMPETENT  
CARE  
#424

Effective Date: 10/01/10  
Supersedes: 11/02/06

Approved by:  
David Fuks  
Chief Executive Officer

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### **CULTURALLY COMPETENT CARE**

**POLICY:** Cedar Sinai Park provides culturally competent care with sensitivity to the race, color, religion, creed, gender, ethnicity, national origin, genetic information, age, disability, veteran status, marital status and sexual orientation of its residents, clients, families and all persons served by our organization.

**PROCEDURE:** As part of the intake process, background information is requested from residents/clients. This background information may include the following data: race, color, religion, creed, gender, ethnicity, national origin, genetic information, age, disability, veteran status, marital status and sexual orientation. This information is integrated into the resident's/client's individual care/service plan. Services are delivered in a manner which accommodates and respects the unique, individual needs of each person served.

Cedar Sinai Park strives to use its internal resources to meet resident/client needs and to seek external resources to accommodate resident/client preferences, when feasible. In keeping with the context of Jewish values and philosophy, Cedar Sinai Park welcomes community based volunteers who can assist residents, clients and families in meeting their personal needs.

All employees are expected to adhere to this policy and to respect the unique, cultural needs of each person being served.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: RESIDENT'S RIGHTS  
#425

Effective Date: 03/06/08  
Supersedes: 05/17/07

Approved by:  
David Fuks  
Chief Executive Officer

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## **RESIDENT'S RIGHTS**

**POLICY:** Employees are required to respect the rights of Cedar Sinai Park (CSP) residents at all times. It is the responsibility of employees to familiarize themselves with Robison Jewish Health Center and Rose Schnitzer Manor's Bills of Resident Rights and care for residents in a manner that is in accordance with these rights.

**PROCEDURE:** Below are Robison Jewish Health Center and Rose Schnitzer Manor's Bills of Resident Rights. These lists are only an initial basis of rights and in no way mean to limit resident rights. Questions related to these rights or the implementation of these rights should be directed to the employee's supervisor.

### **ROBISON JEWISH HEALTH CENTER BILL OF RESIDENT'S RIGHTS:**

The Robison Jewish Health Center affirms these rights for all residents and their families:

1. The right to be informed of your rights as a Resident, of the rules governing your conduct and your responsibilities while at RJHC.
2. The right to personal privacy including accommodations, medical treatments, written and telephone communication, personal care, visits and meetings of family and resident groups.
3. The right to privacy with your spouse, family or friends, including the right to share a room with your spouse as desired if both live here.
4. The right to meet and interact with the families of other Residents in RJHC, and to have private space to meet if desired.
5. The right to choose social, religious and community activities, schedules, and health care consistent with your interests, assessments and your care plan, to make choices about aspects of your life in RJHC that are significant to you.
6. The right to bring your personal clothing and possessions to RJHC and arrange them as space permits, respecting the rights and safety of other Residents, and in accordance with government regulations. The Resident shall be permitted to have a lockable storage space for personal property. Both the resident and facility management may have keys.
7. The right to be free at all times from mental, verbal, sexual, and physical abuse, including

corporal punishment and involuntary seclusion. Chemical and physical restraints will be ordered by your physician and used only to protect you or others from injury.

8. The right to refuse to participate in any research or to perform services for RJHC which are not included in your therapeutic care plan. If you wish to do work for RJHC, your care plan will specify whether your services are voluntary or paid, and if paid, payment will be at the market rate for the type of service performed.
9. The right to choose your personal attending physician, to be informed of his/her name, specialty and way of contacting him/her, to be informed by him/her of your medical condition and for you to be an informed participant in all decisions regarding your care.
10. The right to refuse medicine and treatment, food and fluid, and to be informed of the medical consequences of that decision. You have the right to appoint a durable power of attorney, and to receive information to help you make these decisions.
11. The right to self-administer drugs unless it is determined by RJHC's inter-disciplinary team that the practice is unsafe.
12. The right to be given advance notice in the event of transfer for medical reasons, for your welfare, or that of other residents, for non-payment of stay, or for contract expiration, and to be transferred only for those reasons.
13. The right to be informed before your room or roommate is changed.
14. The right to receive visitors 24 hours a day, to promptly receive unopened mail, to have access to stationery, postage and pens (at your expense), and to have regular access to private use of a telephone.
15. The right to exercise your rights as a citizen.
16. The right to voice grievances with respect to treatment or care that is, or fails to be given, without fear of restraint, interference, coercion, discrimination or reprisal, and prompt efforts will be made by RJHC to resolve your grievances.
17. The right to a written description of your legal rights, including:
  - A. The manner in which your personal funds will be protected.
  - B. The way you may file a complaint with the state survey and certification agency concerning abuse, neglect and wrongful use of your property in this facility.
18. The right to examine the most recent federal or state survey, to receive information from agencies active as your advocates, including immediate access to you by the Oregon State Long-Term Care Ombudsman, any representative of the Federal or State government, your physician, and, subject to your denial, immediate access by family, relatives or visitors. You have the right to contact them when you wish.

19. The right to be fully informed of services available in RJHC, what you will be charged for services not covered by Medicare or the daily room rate, to be informed when changes are made, and periodically updated about charges during your stay here.
20. The right to manage your own financial affairs. You are not required to deposit your personal funds with RJHC, but if you do this, you will be given an accounting of financial transactions made on your behalf.
21. The right to the maintenance of confidentiality of your clinical records, the right to inspect and purchase photocopies of all records pertaining to you upon written request (48 hours notice) to RJHC, the right to refuse access of that record except as required for transfer to another facility, for third party payment, or at the request of the Oregon State Long-Term Care Ombudsman.
22. No Resident of the Robison Jewish Health Center will be required to sign any contract or agreement that purports to waive any resident's right, including the right to collect payment for lost or stolen articles.
23. The right to be treated with dignity and respect.
24. The right to participate in the development of your initial service plan and any revisions or updates at the time those changes are made.
25. The right to be free from physical restraints and inappropriate use of psychoactive medications.
26. The right to be free of retaliation after you have exercised your rights provided by law or rule.
27. The right to have a safe and homelike environment.
28. The right to be free of discrimination in regard to race, color, national origin, gender, sexual orientation or religion.
29. The right to have proper notification if requested to move out of the facility, and to be required to move out only for reasons stated in OAR 411-054-0080 (Involuntary Move-out Criteria) and have the opportunity for an administrative hearing, if applicable.

ROSE SCHNITZER MANOR BILL OF RESIDENT'S RIGHTS:

It is the intent of the Rose Schnitzer Manor that each resident has the right to:

1. Be treated with dignity and respect;
2. Be given informed choice and opportunity to select or refuse service and to accept responsibility for the consequences;

3. Participate in the development of their initial service plan and any revisions or updates at the time those changes are made;
4. Receive information about the method for evaluating their service needs and assessing costs for the services provided;
5. Exercise individual rights that do not infringe upon the rights or safety of others;
6. Be free from neglect, financial exploitation, verbal, mental, physical or sexual abuse;
7. Receive services in a manner that protects privacy and dignity;
8. Have prompt access to review all of their records and to purchase photocopies. Photocopied records must be promptly provided, but in no case require more than two business days (excluding Saturday, Sunday and Holidays);
9. Have medical and other records kept confidential except as otherwise provided by law;
10. Associate and communicate privately with any person of choice, to send and receive personal mail unopened and to have reasonable access to the private use of a telephone;
11. Be free from physical restraints and inappropriate use of psychoactive medications;
12. Manage personal financial affairs unless legally restricted;
13. Have access to and participate in social activities;
14. Be encouraged and assisted to exercise rights as a citizen;
15. Be free of any written contract or agreement language with the facility that purports to waive their rights or the facility's liability for negligence;
16. Voice grievances and suggest changes in policies and services to either staff or outside representatives without fear of retaliation;
17. Be free of retaliation after they have exercised their rights provided by law or rule;
18. Have a safe and homelike environment;
19. Be free of discrimination in regard to race, color, national origin, gender, sexual orientation or religion;
20. Have proper notification if requested to move out of the facility, and to be required to move out only for reasons stated in OAR 411-054-0080 (Involuntary Move-out Criteria) and have the opportunity for an administrative hearing, if applicable.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: MEDIA RELATIONS  
#426

Effective Date: 10/01/10  
Supersedes: 02/07/08

Approved by:  
David Fuks  
Chief Executive Officer

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## **MEDIA RELATIONS**

**POLICY:** It is important that Cedar Sinai Park (CSP) promotes and projects to the public a standard of quality service and compassionate, dignified care. Therefore, all media contact representing CSP, whether advertising and/or news stories must be reviewed by an authorized staff member. It is the purpose of this policy that the general public receives accurate information that is in the best interest of those we serve.

### **PROCEDURE:**

1. No advertising representing CSP will be released to the media without prior review by an executive staff member or an authorized designee. Executive staff include the Chief Executive Officer (CEO), Assistant CEO/Chief Financial Officer, Development Officer, RJHC Administrator and RSM Administrator. Advertising includes the following:
  - Newspaper print
  - Television
  - Radio
  - Internet: includes website additions and changes
  - Posters
  - All other media channels
2. News stories covering Cedar Sinai Park's interest will be reviewed prior to release by an executive staff member or an authorized designee. All information representing the organization, including interviews with media staff, will be approved prior to releasing information that could construe a story with inaccuracies through interviews and/or submitted written information.
3. It is important that all information released to the media protects the best interest of residents and staff and protects their privacy. Names, photos and other means of identifying individuals will have written approval from the resident and/or staff involved prior to releasing such information.
4. In the event an extraordinary incident or disaster situation would merit media interest, the Chief Executive Officer (CEO) or an authorized designee will serve as press spokesperson and will be the only individual permitted to release information. In the event that the CEO is not available, the Assistant CEO/Chief Financial Officer (CFO) will serve as spokesperson. If the Assistant CEO/CFO is not available, the Administrator of RJHC or the Administrator of RSM will fulfill the role of spokesperson. No other staff is permitted to speak on behalf of CSP to the media; questions must be referred to the designated CSP spokesperson.

Following are the spokesperson's post-incident/disaster media relations actions:

- Attempt to keep residents, employees and volunteers from talking with the press.
- Do not make any statements until you have all the facts.
- If you make a formal press statement, make the press release as short as possible and include:
  1. Type of incident/disaster
  2. Extent of damage (Do not give estimated cost.)
  3. Number of residents or employees injured (Do not release any names.)
  4. Emphasize quick reaction of trained staff in handling the emergency
  5. Be optimistic, truthful and accurate

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: EMPLOYEE PETS ON  
CAMPUS  
#427

Effective Date: 02/07/08

Approved by:  
David Fuks  
Chief Executive Officer

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### **EMPLOYEE PETS ON CAMPUS**

**POLICY:** It is the policy of Cedar Sinai Park (CSP) to allow employees to bring pets on campus for the purpose of offering Residents the opportunity to enjoy contact and interaction with animals.

**PROCEDURE:** Staff may bring pets on campus to enhance the quality of life of Residents with prior permission from and at the discretion of the facility administrator/designee.

**Common household pets (dogs, cats, birds, fish, hamsters, etc.) will be permitted at CSP under the following conditions:**

- a. Pets must be calm, friendly, clean and disease-free;
- b. Vaccination records must be submitted prior to pet visiting campus;
- c. Proof of vaccination must be submitted annually (CSP Volunteer Coordinator will keep individual vaccination file for each visiting pet);
- d. Pets must not interfere with Resident care;
- e. Pets must not interfere with employee work performance;
- f. Pets must not interfere with co-worker work performance;
- g. Visiting times will be determined by facility administrator/designee.

**When pet is on campus, staff/owner must assure:**

- a. Immediate environment of pet is kept clean;
- b. Pets are supervised at all times;
- c. Small pets are kept in appropriate enclosures;
- d. Pets not confined in enclosures are hand held, under leash or voice control;
- e. Appropriate infection control procedures observed, i.e. assisting Residents to wash hands after contact with pet.

**Pets are not permitted in the following areas:**

- a. Food preparation or storage areas;
- b. Pharmacy or medication storage areas;
- c. Medical Supply storage areas.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: RESPONDING TO  
SUBPOENAS, SEARCH WARRANTS &  
OTHER LEGAL ACTION  
#428

Effective Date: 10/01/10

Approved by:  
David Fuks  
Chief Executive Officer

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## **RESPONDING TO SUBPOENAS, SEARCH WARRANTS & OTHER LEGAL ACTION**

**POLICY:** Cedar Sinai Park is committed to compliance and cooperation when responding to subpoenas, search warrants, and other legal action or investigations. This policy applies to legal process, search warrants and other legal action to which an employee is obligated to respond or with which an employee is served, when the legal process, warrant or action relates to an employee's duties or to the organization or its facilities or premises.

**PURPOSE:** To provide guidance to staff in responding to subpoenas, search warrants, and other legal matters. All employees should remember that our clients and residents have rights to privacy and confidentiality that may preclude providing information, even when requested by legal process.

### Definitions:

- A subpoena is a legal document requiring a specific person to appear and testify in court as a witness.
- A subpoena duces tecum orders the person subpoenaed to produce books, documents, or other records under his/her control at a specified time and place. It may also require the person to accompany the records and testify as a witness.
- A search warrant is a written court order entitling law enforcement to search a defined area and seize property which constitutes evidence of commission of an alleged crime described in the warrant.

### **PROCEDURE:**

#### **RESPONDING TO SUBPOENAS**

1. Upon the service of a subpoena, staff must immediately contact the facility administrator or authorized designee to accept service of the document.
2. The administrator or designee will review the subpoena to determine the nature of the request and the required timeline to comply. Cedar Sinai Park routinely receives subpoenas for clinical records and other business records and is able to comply without the advice of counsel. The administrator will determine if the subpoena is extraordinary and requires legal counsel to review.
3. In the event legal counsel is needed, the administrator will contact legal counsel regarding the subpoena. Counsel will review the subpoena for proper execution, proper presentation and the appropriate response to be taken. Legal counsel will advise on confidentiality, privileged

information, notification, and will assist in preparing the witness and/or the documents that have been subpoenaed.

4. The requested documents will be photocopied, and steps will be taken to ensure that the witness appears as requested.

#### RESPONDING TO SEARCH WARRANTS

1. If law enforcement personnel appear to serve a search warrant, they should be escorted immediately to the facility administrator or authorized designee's office. If the search warrant is served after office hours, the administrator should be contacted immediately by cell phone.
2. The administrator or their designee will:
  - a. Contact legal counsel immediately,
  - b. Identify the agent in charge of executing the warrant,
  - c. Ask for a business card or record the name, title, agency, and telephone number of the agent,
  - d. Ask for a copy of the warrant and any affidavit submitted to the court to obtain the warrant,
  - e. Make sure the warrant is signed by a judge or magistrate,
  - f. Notify the agent that legal counsel has been contacted and is on the way and request the agent not proceed until counsel arrives,
  - g. The following steps must be taken to monitor the search if the agent will not wait for legal counsel to arrive:
    - i. Carefully read the warrant. Determine the scope of the warrant, the area to be searched and the type of evidence to be seized. Note in writing any discrepancy between the search document and the search actually conducted.
    - ii. Assist the agent in retrieving the evidence that is the subject of the search.
    - iii. Advise employees that persons executing the warrant may ask them questions. Advise employees that it is their choice whether or not to speak with an agent, they are not required to do so.
    - iv. Monitor the search, but do not impede or obstruct.
    - v. Photocopy each item seized. If the agent in charge refuses to permit you to photocopy, record in detail all items seized.
    - vi. Request backup copies of all documents and computer disks before agents seize computers.
    - vii. If agents attempt to seize privileged documents or other documents that you believe are outside the scope of the warrant, notify the agent in charge. Ask that the privileged material be segregated from the other materials and marked as "privileged."
    - viii. Request a copy of the agent's inventory before they leave, but do not sign anything verifying the content or accuracy.
    - ix. Instruct employees not to discuss the search warrant or any related events with the press, other employees, or anyone else.

#### RESPONDING TO RESTRAINING ORDERS AND ORDERS OF PROTECTION

1. Deliver copy of order to the facility administrator or authorized designee.

2. Contact protected staff member.
3. Request a photo of person that is subject of the order.
4. Determine level of risk presented by situation based on information available, and if safety is a concern take appropriate action, including a temporary leave of absence for employee, or other action.
5. The facility administrator or authorized designee will distribute information to entire staff and other appropriate personnel regarding watching out for the subject of the restraining order.
6. Instruct any relevant parties to call security and 911 in the event the person is spotted on campus.
7. Contact legal counsel and inform of all restraining orders and orders of protection.

CEDAR SINAI PARK  
SUPERVISOR POLICIES

SUBJECT: SUPPLEMENTAL CRIMINAL  
BACKGROUND CHECKS  
#429

Effective Date: 10/01/10

Approved by:  
David Fuks  
Chief Executive Officer

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### **SUPPLEMENTAL CRIMINAL BACKGROUND CHECKS**

**PURPOSE:** To promote the ongoing safety and security of Cedar Sinai Park residents and employees, additional criminal background checks and investigations will be conducted when there is reasonable suspicion that a Cedar Sinai Park staff member has been or faces the possibility of being charged with, arrested for or convicted of a crime of a potentially disqualifying nature per OAR chapter 407, division 007, (Criminal History Checks).

**REASONABLE SUSPICION:** Evidence which creates a reasonable suspicion may include, but is not limited to the following:

- Statements made by the employee or others
- Inquiries from law enforcement agencies
- Arrest, citation or indictment of the employee
- Incarceration of the employee,
- Trial or hearing on a criminal matter
- Observed criminal conduct at any time and at any place on or off the job
- Any violation of the Cedar Sinai Park Drug/Alcohol and Firearms policies, or
- Any other reliable indication that the employee may have been arrested, cited, indicted or otherwise charged with or convicted of a crime.

When a reasonable suspicion arises, the facility administrator will conduct the background check. Appropriate action will then be determined, depending on the nature of the crime, its relevance to the employee's job, strength and reliability of the evidence, the stage of the criminal proceedings, and other relevant factors, including the interest of Cedar Sinai Park.

**DISCRETION OF CEDAR SINAI PARK:** This policy is not intended to cover or foresee every situation that might arise. Cedar Sinai Park retains absolute authority take any personnel action that it deems, in its sole and unfettered discretion, to be in the best interests of Cedar Sinai Park, its employees and its residents regardless of the nature of the conduct of which the employee is accused or convicted, and regardless of the employee's job performance or history with Cedar Sinai Park without any right of appeal or grievance by any employee.

**LEGAL COMPLIANCE:** The provisions of this policy are subject to any federal, state, or local laws that may prohibit or restrict their applicability, and testing for substances shall be conducted in accordance with and limited by such laws, as amended, notwithstanding any terms of this policy to the contrary.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: SOCIAL MEDIA POLICY  
#430

Effective Date: 11/23/11  
Supersedes: 10/01/10

Approved by:  
David Fuks  
Chief Executive Officer

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## **SOCIAL MEDIA POLICY**

**POLICY:** It is the policy of Cedar Sinai Park to encourage the safe and responsible use and participation in online social media in a manner that always values and respects our residents' privacy and promotes the mission of Cedar Sinai Park (CSP). CSP reserves the right to block users at its sole discretion. FaceBook, Twitter, YouTube, Flickr and blogs are examples of social media and online networks intended to be covered by this policy.

### **PROCEDURE:**

#### **PROTECT OUR RESIDENTS**

First and foremost, our mission is to love, honor, and respect the people we serve. This means that we must exercise extreme vigilance to protect our residents' privacy and confidentiality. Never post any information that can be used to identify a resident's identity or health condition in any way.

#### **RESPECT FELLOW STAFF MEMBERS**

Respect the privacy and feelings of your fellow staff members. Do not share personal information regarding other employees.

#### **BE ACCURATE**

Even though your comments or posts may primarily be made up of personal opinion, do your research well and check that your facts are accurate.

#### **USE A DISCLAIMER**

If you publish a blog or comment on a blog and talk about work-related issues, use a disclaimer such as this: "The postings on this site are my own and do not necessarily represent those of my employer Cedar Sinai Park." And, always remember rule #1: Protect Our Residents. Never post any information that can be used to identify a resident's identity or health condition in any way.

#### **RESPECT OTHER PEOPLE'S INFORMATION & LINK LIBERALLY**

Other people's information belongs to them whether it's intellectual property or personal information. When sharing or referencing someone else's material, be sure to respect laws governing copyright and fair use of copyrighted material owned by others. When you do share or quote someone else's material, be sure to link back to the source content.

#### **LIMIT YOUR USE OF SOCIAL MEDIA TO YOUR PERSONAL TIME**

Respect work commitments. Make sure that your online activities do not interfere with your job or your commitment to our residents.

#### OTHER RELEVANT CEDAR SINAI PARK POLICIES

In addition to these social media guidelines, Cedar Sinai Park has existing CSP Personnel Policies which are relevant to participation in social media sites. Please familiarize yourself with these policies.

- Policy #401: Personal Conduct
- Policy #402: HIPAA Compliance/Confidentiality
- Policy #404: Harassment
- Policy #417: Code of Ethics
- Policy #419: E-mail Policy (Internal & External)
- Policy #420: Internet Policy
- Policy #425: Resident's Rights

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: USE OF CEDAR SINAI PARK  
CREDIT CARDS  
#431

Effective Date: 02/17/11

Approved by:  
David Fuks  
Chief Executive Officer

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### **USE OF CEDAR SINAI PARK CREDIT CARDS**

**POLICY:** Credit cards owned by Cedar Sinai Park are to be used solely for business purposes and shall only be utilized by authorized staff. Employees who are granted authorization to use a Cedar Sinai Park credit card are responsible for the security and proper use of the credit card. These staff members are required to follow Cedar Sinai Park credit card procedures and sign the Receipt of Credit Card Policy document.

In the event that an employee uses a Cedar Sinai Park credit for personal purposes, the employee is liable to repay Cedar Sinai Park for the purchase(s) and may be subject to discipline up to and including termination.

A request for the issuance of a credit card will come from the Chief Executive Officer to the Board President and Treasurer. All cards issued and users thereof are to be approved by the Board President and Treasurer or their designees from within the Board Executive Committee.

#### **PROCEDURE:**

Staff Cedar Sinai Park credit card recipients will:

- Immediately report misplaced or stolen credit cards to the pertinent credit card company, their supervisor and the Chief Financial Officer.
- Save receipts, assign account numbers to the various expenditures. Reconciliation of account activity must be submitted to Accounts Payable every two weeks. This reconciliation must include signature approval from the relevant department manager and have supporting receipts for all transactions attached.
- Ensure that goods and/or services purchased through the credit card are checked against the receipt or verified by someone other than themselves. Both the purchaser and the employee checking the goods and/or services must initial the credit card receipt. This practice is to protect both the purchaser and Cedar Sinai Park.
- Return the Cedar Sinai Park credit card to his/her supervisor upon termination of employment from Cedar Sinai Park or at the request of his/her supervisor.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: BUSINESS CELL PHONES  
#432

Effective Date: 09/01/11

Approved by:  
David Fuks  
Chief Executive Officer

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## **BUSINESS CELL PHONE POLICY**

**POLICY:** It is the policy of Cedar Sinai Park (CSP) to provide cell phones and pagers to individuals whose positions and job duties are such that Cedar Sinai Park receives efficiencies from improved performance from those individuals as a result of their being provided those technologies.

### **PROCEDURE:**

#### ISSUANCE OF CELL PHONES

It is the responsibility of the department manager to determine who should be issued a company cellular phone and ultimately approve expenses, or reimbursements. Once it has been determined that an employee requires the use of a cell phone for job related activities, a formal request must be made to the Administrator of the facility for a phone to be issued to them. Alternatively, a request to use a personal cellular phone may be made with work related charges being reimbursed.

Cedar Sinai Park will purchase the equipment (phone, charger) for employees who require a cell phone for business use. The company will retain ownership of the equipment and the employee will be required to return all company purchased cell phone equipment upon termination of employment.

Employees electing to have a company issued cell phone available for both business and personal use understand that unauthorized usage of their cell phone (i.e., downloading material with fees associated) may incur fees that they may be responsible for reimbursing to Cedar Sinai Park.

Employees electing to retain their personal cell phone and plan for business and personal use may submit monthly invoice charges related to business calls on an expense reimbursement form. Employees will be responsible for personal telephone purchase or replacement charges.

#### PRIVACY

Employees should not have any expectation of privacy with a mobile device that CSP purchases and lends to an employee. Ownership of an employee cell phone number belongs to CSP.

#### CONFIDENTIALITY

Regulation bans the sharing of proprietary or resident information via company phones with persons not directly involved with resident care at CSP. Business related conversations should be held in private.

#### REPLACEMENT OF LOST DEVICES

As soon as an employee realizes that a company-owned phone has been lost or stolen, they should report this loss so that a determination can be made as to whether service should be

immediately turned off. If the company must replace a cell phone due to loss or damage, the employee will be required to pay current replacement costs to the company. Each situation will be reviewed individually as to the details surrounding loss or damage. CSP is not responsible for employees' personal phone if it is lost, stolen or damaged while conducting business activities.

#### MOVING VIOLATIONS

Unless an employee has a hands-free phone device, they are prohibited from operating company-owned phones while driving, especially in company-owned vehicles. Employees are responsible for any moving violation tickets received while driving a vehicle and talking on the phone.

#### HARASSMENT

Guidelines should follow the CSP company policy on harassment. Employees should immediately report to management if they feel harassed through texts or emails sent from another employee's cell phone.

#### MONTHLY CHARGES

Cell phone monthly charges will be reviewed before payment.

#### PERSONAL CELL PHONE USE

On the occasion that employees use their personal phones for work-related reasons, this usage is billable to CSP. Specific charges to be reimbursed should be highlighted and turned into the employee's supervisor for approval.

#### TERMINATION OF EMPLOYMENT

Should employment at CSP end and an employee wish to keep his/her company cell phone number out of CSP billing control, employee will be responsible for any contract change fees or costs involved in changing status of ownership.

#### LIMIT YOUR USE OF SOCIAL MEDIA TO YOUR PERSONAL TIME

Respect work commitments. Make sure that your online cell phone activities do not interfere with your job or your commitment to our residents.

#### OTHER RELEVANT CEDAR SINAI PARK POLICIES

In addition to this cell phone policy Cedar Sinai Park has existing CSP Personnel Policies which are relevant to business related cell phone usage. Please familiarize yourself with these policies.

- Policy #401: Personal Conduct
- Policy #402: HIPAA Compliance/Confidentiality
- Policy #404: Harassment
- Policy #417: Code of Ethics
- Policy #419: E-mail Policy (Internal & External)
- Policy #430: Social Media Policy

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: EMPLOYEE CAMPUS  
ACCESS & PARKING  
#433

Effective Date: 11/23/11

Approved by:  
David Fuks  
Chief Executive Officer

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## **EMPLOYEE CAMPUS ACCESS & PARKING**

**POLICY:** Cedar Sinai Park (CSP) employees are to use 62<sup>nd</sup> Avenue when arriving or leaving our campus. CSP is allowed to operate on this site under the condition that we respect our neighbors. One of the ways that CSP has agreed to show that respect is through a contract with its neighbors to minimize traffic in our neighborhood. That contract requires that CSP prohibits its employees from accessing Boundary Street via SW 65<sup>th</sup> Avenue or Shattuck Road.

Employees are permitted to park in designated staff parking spaces only.

To reduce campus traffic, demand for parking spaces and vehicle emissions, CSP encourages employees to carpool or utilize mass transit options when feasible.

### **PROCEDURE:**

#### **CAMPUS ACCESS**

Accessing Boundary Street via SW 65<sup>th</sup> Avenue or Shattuck Road is prohibited. 62<sup>nd</sup> Avenue is the only permissible route to access Boundary Street. During instances of severe inclement weather, CSP will either salt or plow 62<sup>nd</sup> Avenue.

Any employee found to be accessing Boundary Street via SW 65<sup>th</sup> Avenue or Shattuck Road will receive a written warning. A repeat offense will result in a three day suspension without pay, and continued violations could result in loss of employment.

#### **PARKING**

Cedar Sinai Park will reserve parking spaces for emergency vehicles, handicapped persons, residents, visitors and campus owned busses. Employees are required to refrain from parking in these areas.

Designated staff parking areas include the lot located at the corner of 62<sup>nd</sup> Avenue and Boundary Street, the lot off of Boundary Street to the east of Rose Schnitzer Manor and the parking spaces directly in front of the Executive Office. Additionally, staff may park in the overflow parking section (located at the back of Rose Schnitzer Manor) when it is open. To promote safety, CSP will illuminate staff parking areas in accordance with neighborhood guidelines.

Any employee found to be parking in a prohibited lane or space will receive a written warning. A repeat offense will result in a three day suspension without pay, and continued violations could result in loss of employment.

#### CARPOOL & MASS TRANSIT

Employees interested in carpooling are encouraged speak with their co-workers about potential ride sharing opportunities. Additionally, Drive Less Save More is a carpool matching source for staff wishing to explore carpool opportunities ([www.drivelessavemore.com](http://www.drivelessavemore.com)).

Employees may purchase Tri-Met bus passes via a pre-tax payroll deduction. Please see the Payroll and Benefits Coordinator for additional information.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: PARKING CALENDAR  
#434

Effective Date: 11/23/11

Approved by:  
David Fuks  
Chief Executive Officer

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## **PARKING CALENDAR**

**POLICY:** It is the policy of Cedar Sinai Park to coordinate events on campus so that residents, their families and staff have access to parking and our neighbors are not inconvenienced. A parking calendar has been established to accommodate this coordination. All employees who schedule events are to use this calendar when anticipating five or more non-staff/non-resident vehicles on our campus. Staff must have their administrator's prior approval for events anticipating 10 or more vehicles at a specific time.

The CSP Parking calendar is specific to parking only. If a meeting room is required, the room location must still be reserved in the pertinent Outlook calendar.

## **PROCEDURE:**

### **PARKING**

When recording an activity which will result in the anticipation of five or more additional campus vehicles, please record the date, time period, estimated number of additional vehicles and contact name.

It is each staff members' responsibility to ensure that no more than 10 additional vehicles are anticipated on campus at any scheduled time. For events anticipating 10 or more vehicles at a specific time, staff must have their administrator's prior approval.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: SAFETY & HEALTH POLICY  
#500

Effective Date: 10/01/10  
Supersedes: 06/01/06

Approved by:  
David Fuks  
Chief Executive Officer

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## **SAFETY & HEALTH POLICY**

**POLICY:** Cedar Sinai Park is committed to providing a safe and healthy work environment for employees. Employees are expected to exercise safe work habits and follow general safety precautions. Each employee is a member of the Cedar Sinai Park safety team and must report and, if possible, correct potential safety hazards. If a safety hazard does occur it is the responsibility of the employee to report any resulting injuries.

It is the policy of Cedar Sinai Park to have a vital and active Safety Committee. The purpose of the Safety Committee is to bring line staff and management together in a cooperative effort to promote safety and health.

## **PROCEDURE:**

### **SAFETY & HEALTH RULES**

- A. When a potential/actual hazard is discovered, it is the employee's responsibility to:
  1. If possible, remove the hazard, i.e., wipe up spills, put out wet floor signs, remove obstacles, etc. If employees discovering a hazard are unable to correct it, they are responsible for notifying their supervisor, housekeeping, or maintenance personnel.
  2. Submit work order if appropriate, such as broken furniture, broken glass, forgotten tools, exposed wires, and broken or defective equipment. Include name, location, date and time.
  3. Report other potential or actual hazards to the supervisor.
  4. If hazard has not been corrected in a reasonable amount of time, submit second work request to the Maintenance Department and send a copy to the administrator.
  
- B. When an on-the-job injury occurs:
  1. **It is the employee's responsibility to immediately report any on-the-job injuries to their immediate supervisor.**
  2. Obtain first aid for ALL injuries, no matter how slight. First aid must be obtained from the RJHC supervising nurse or a RSM supervisor or co-worker who has been first aid certified.
  3. Fill out the incident report form and follow the appropriate procedure as listed in Policy #501 - Work Injuries.
  
- C. When an injury occurs to a resident or visitor, report to a supervisor, RJHC charge nurse or RSM supervisor or administrator immediately.

- D. Know the fire safety plan - Participation in drills is mandatory. Diagrams of exit doors are posted on each hallway and section of the facility, the general plan is posted on the Safety bulletin board.
- E. Follow proper body mechanics. Attend mandatory in-service classes as announced.
- F. Every employee of Cedar Sinai Park is encouraged to perform stretching exercises at the beginning of the work shift. The exercise program is designed to prepare the body for the physical work to be performed during the shift and is an integral part of the safety program for both the residents and the employees. The exercises should be performed consistent with the provided instructions without modification.
- G. Safety equipment is provided and assigned for use on various jobs at Cedar Sinai Park. It is mandatory that the following equipment be used as appropriate:
  - 1. Gait belt
  - 2. Safety goggles
  - 3. Ear protectors
  - 4. Protective gloves
  - 5. Mechanical body lifts
  - 6. Dolly/hand carts
  - 7. Other equipment as specified by your supervisor

Cedar Sinai Park will provide equipment and repair or replace as needed due to normal wear and tear or obsolescence of equipment. Employee is responsible for lost, misplaced or stolen equipment.
- H. Tools and equipment must not be left unattended in public areas.
- I. Public areas must be free of obstacles. All public access areas (i.e. hallways, doors, elevator) must be clear for safe passage. All doors within the facility are fire doors and must not be obstructed. All chairs in a hall must be positioned on one side of the hall and be mobile.
- J. Facility specific protocol will determine medication security. Housekeeping and Building Services carts are to be kept locked when unattended. Hazardous chemicals and equipment are to be stored in locked cabinets inaccessible to residents. Housekeeping closets are to be kept at all times.
- K. Hazardous material communication program: Be familiar with the Material Safety Data Sheets (MSDS) found in the main nursing station, the maintenance office and the RSM staff breakroom.
- L. Employees are prohibited from smoking in the buildings. There are two designated smoking areas outside Cedar Sinai Park for employees:
  - 1. outside the RJHC delivery entrance (outdoor covered break area at north end of CSP tunnel)

2. outside by the RSM service entrance

Smoking by employees is prohibited in all other areas (including main entrances) on the Cedar Sinai Park campus. Employees found to be smoking in prohibited areas are subject to discipline, up to and including termination. Staff smokers are required to safely dispose of ashes and cigarette butts.

#### SAFETY COMMITTEE

- A. Cedar Sinai Park's Safety Committee meets monthly during company time. Positions include a chairperson chosen by the majority of members, an assigned secretary and general members. Members are strongly encouraged to serve on the committee a minimum of one year and are compensated at their regular rate of pay.

In order to achieve effective employee involvement, the committee requires an equal or higher representation of employee-elected or volunteer members compared to employer-selected members. The Safety Committee has representation from all major departments of Cedar Sinai Park.

Training in hazard identification and the principles of accident and incident investigation will be provided to Safety Committee members at a minimum of once per year.

- B. The Safety Committee:
  1. records, distributes and reviews monthly safety committee minutes.
  2. reviews monthly employee incident (on-the-job injury) reports completed by facility administrators and suggests injury prevention measures as applicable.
  3. reports workplace safety concerns on a monthly basis and recommends corrections to management.
  4. assigns a subcommittee to conduct quarterly workplace inspections of each facility and complete a report detailing safety hazards and recommendations.
  5. gathers and reviews department emergency supply inspection reports on a quarterly basis and forwards the information to the Disaster Planning Committee for follow-up as applicable.
  6. hosts a yearly Safety Campaign during which safety and health related inservices are offered to all employees in an effort to promote safety and educate staff.
- D. A database is utilized to record and track outstanding Safety Committee recommendations and management's response/resolution.
- E. Cedar Sinai Park's Executive Council reviews outstanding recommendations from the Safety Committee and issues a response/resolution in timely manner.
- F. An annual written comprehensive review of the Safety Committee's activities is completed by the Safety Committee secretary at the end of each fiscal year. The review is based upon information recorded in the Safety Committee minutes and safety recommendations which are tracked in the Safety Committee database. The review is shared with the Safety Committee and Executive Council in an effort to determine the committee's effectiveness.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: WORK INJURIES  
#501

Effective Date: 10/01/10  
Supersedes: 06/21/02

Approved by:  
David Fuks  
Chief Executive Officer

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## **WORK RELATED INJURIES**

**POLICY:** Employees are required to report all work-related injuries or illnesses immediately to their supervisors. Employees are also required to follow the appropriate procedure to ensure that proper treatment/care is received and to prevent or minimize any staff time loss or resulting costs.

### **PROCEDURE:**

#### **INJURED WORKER:**

1. It is the employee's responsibility to inform his/her immediate supervisor immediately at the time of the injury.
2. The injured employee must obtain an Employee Incident Report Packet and carefully follow the directions. His/her supervisor will assist as needed.
3. If the injury requires the evaluation and/or treatment by a physician, the face sheet of the 801 form (in the packet) must be completed at the time of the injury or as soon as possible afterwards.
4. Information from the physician to Cedar Sinai Park needs to include:
  - a) The physician's name, address, and telephone number.
  - b) Work restrictions, if any.
  - c) Date of return to work or date of next doctor's appointment.This information needs to be given to the department director and administrator as soon as possible following the doctor's appointment and for all follow-up visits.
5. Employees who are given work restrictions through a Modified Job Description by their physician, will assume a modified work position at Cedar Sinai Park that meets the guidelines documented by the physician for the length of time that the restrictions apply.

#### **SUPERVISOR OR DEPARTMENT HEAD:**

1. Ensure that the employee receives any needed treatment.
2. Promptly investigate the conditions surrounding the incident.
3. Immediately correct any unsafe condition if possible or notify the appropriate department for further follow-up.
4. Assist the injured worker to complete the required forms as outlined in the Employee Incident Report Packet.
5. Forward all documentation to the pertinent administrator for proper follow-up.

Failure to do any of the above may result in disciplinary action and /or may delay worker's compensation benefits.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: EARLY RETURN TO WORK  
#501A

Effective Date: 10/01/10  
Supersedes: 05/17/07

Approved by:  
David Fuks  
Chief Executive Officer

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## **EARLY RETURN TO WORK**

**POLICY:** It is the policy of Cedar Sinai Park to return workers to employment at the earliest date following an on-the-job injury. This policy is implemented with the understanding that returning to the work place assists in speeding the recovery from injury or illness. Early return to work is accomplished, when necessary, through modified work assignments. Modified work assignments are temporary assignments within the worker's knowledge, skills and physical abilities as defined by the treating physician.

## **PROCEDURE:**

### Physician Release:

1. When the attending physician releases the worker to return to work, as evidenced by the physician's completion of a Modified Job Description, a Job Offer Letter will be forwarded to the employee.
2. The Job Offer Letter will be mailed by both regular and certified mail to the worker's last known address or presented to the worker.
3. The letter will note the doctor's approval and will explain: the job duties, report date, wage, hours, report time, duration of the work assignment and the location of the assignment.
4. The worker will be asked to sign the bottom of the Job Offer Letter indicating the acceptance or refusal of the offered work assignment.

### Supervision of Modified Work Assignment

5. The supervisor will monitor the worker's performance to ensure the worker does not exceed the worker's physician release.
6. The supervisor will monitor the worker's recovery progress through regular contact to assess when and how often duties may be changed. The supervisor will assess Cedar Sinai Park's ability to adjust work assignment upon receipt of changes in physical capacities.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: SECURITY  
#502

Effective Date: 10/01/10  
Supersedes: 06/21/02

Approved by:  
David Fuks  
Chief Executive Officer

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## **SECURITY**

**POLICY:** Cedar Sinai Park will provide a secure environment for the residents, family, staff and visitors.

**PROCEDURE:** Entrance doors of Robison Jewish Health Center and Rose Schnitzer Manor are locked between 8:00 p.m. and 5:30 a.m. The door to the shipping/delivery entrance of Robison Jewish Health Center will be unlocked when staff is utilizing the break area outside that entrance. All other doors are locked 24 hours a day. At the Health Center, the 3-11 and 11-7 shift nurses are responsible for security checks of all building exit doors. The doors by the nursing receptionist are to be used for entering and leaving the premises. At Rose Schnitzer Manor, the administrator or their designee is responsible for locking the front doors and for ensuring that other exit doors are secure. Health Services personnel ensures that the doors are secure during the night.

## **EMPLOYEES PROPERTY**

Employees should not store valuables in their work areas. Lockers are provided for employees' use. Employees should check with their supervisors for location and assignment of lockers. An employee discovering personal property missing should report it to his/her supervisor. A Missing Property Report should be completed and filed with the administrator. An investigation will follow.

## **RESIDENTS' PROPERTY**

When an employee discovers a resident's property missing that employee should report the missing item to his/her supervisor. A Missing Property Report should be completed and filed with the administrator and an investigation will follow. Borrowing one resident's clothing or property for another resident's use is a violation of this policy. Extra clothing may be available in laundry.

## **SECURITY CAMERA SURVEILLANCE**

Cedar Sinai Park uses surveillance cameras 24 hours per day to assist in monitoring for a safe and secure work environment. Surveillance cameras are monitored in real-time daily by RJHC/RSM Reception and at night by RSM Health Services. Surveillance tapes are spot-reviewed weekly by CSP's Building Services Director. RSM Health Services also has the ability to review video history of their current shift for the purposes of investigating resident elopement or security issues. Surveillance tapes may be reviewed by CSP Building Services, Administration and Executive Officers as necessary to aid in investigation of alleged breaches in safety and/or security of Residents and Staff of Cedar Sinai Park.

## **SUSPICIOUS SITUATIONS**

If an employee is concerned about the presence of a stranger that employee should offer

assistance. If the stranger is reluctant to accept assistance or refuses to state his/her business on the premises, the employee should immediately report the presence of the stranger to his/her supervisor. The supervisor will call 911 if assistance is needed due to a situation beyond the scope of Cedar Sinai Park's ability or authorization. If in doubt, the supervisor should call 911.

If an employee notices a strange object (i.e. package) and is concerned about the contents, that employee should notify the supervisor on duty. If deemed appropriate, the supervisor should call 911.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: FIRES AND EMERGENCIES  
#503

Effective Date: 10/01/10  
Supersedes: 06/21/02

Approved by:  
David Fuks  
Chief Executive Officer

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### **FIRES AND EMERGENCIES**

**POLICY:** Cedar Sinai Park provides procedures to be followed in the event of an emergency. These procedures are described in Cedar Sinai Park's Emergency Services Manual located at the respective reception desks at each facility and within each department. Employees are required to familiarize themselves with these procedures as safety for residents and all employees is a primary concern.

In the event of a disaster or emergency, employees are required to report to work for their regular shift. (Exceptions to this policy are granted in the event of personal injury or insurmountable transportation barriers.) Employees who are onsite during a disaster or emergency are required to continue working until a replacement arrives.

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: RESIGNATION  
#600

Effective Date: 06/21/02  
Supersedes: 08/01/98

Approved by:  
David Fuks  
Chief Executive Officer

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## **RESIGNATION**

**POLICY:** Employees are encouraged to give timely notification of resignation.

**PROCEDURE:** In order for an employee to leave the organization in good standing, Cedar Sinai Park asks the following:

- Regular full-time and part-time hourly/non-exempt staff is asked to give at least ten working days advance written notice of resignation.
- Salary/exempt staff is asked to give at least 20 working days notice. Time of notice means actual days worked without consideration of C.A.L. hours accrued.

Effective Date: 09/01/11  
Supersedes: 10/01/10

Approved by:  
David Fuks  
Chief Executive Officer

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## **LAYOFFS AND RECALLS**

**POLICY:** Cedar Sinai Park will maintain an efficient, stable, and appropriate sized work force. Layoffs and recalls are considered in managing the effectiveness of that work force. The administration has sole responsibility in determining when layoffs and recalls will be implemented.

### **PROCEDURE:**

#### **LAYOFFS/REDUCTION IN FORCE**

Layoffs or reductions in the work force and any subsequent recalls will be based on the following factors:

- Attendance, safety and disciplinary record
- Job knowledge, skill and ability to do the required work
- Previous work experience, including ability to perform other jobs which the employee may be called upon to perform as a result of a reduction in work force
- Past work performance and evaluations
- Seniority (Length of service)

Evaluation of these factors is the Administrator's sole discretion. When two employees are equally qualified under the above factors, the person with the greater length of service is given preference.

#### **RECALLS**

An offer of recall or reemployment may be made orally or in writing to the last address reflected in employees' personnel records. It is employees' obligation to keep Cedar Sinai Park advised of any changes in their telephone number or address. The offer will identify the available job and the date the employee is to report to work.

Employees who decline recall or re-employment or fail to report on the date specified will be deemed to have waived any right to recall and will be treated as a voluntary quit. Employees still on the recall list 120 days after their layoff will be removed from the list and will be separated from employment. Such employees who wish to be considered for future job openings should apply for employment as a new hire.

#### **BENEFITS AT AND DURING A LAYOFF/REDUCTION IN FORCE**

Employees who are laid off will receive one week's pay for each year of service up to 10 weeks. Therefore, this payment would be equal to one week's pay multiplied by the number of years of service, up to a maximum of 10 years. Staff who have been employed less than one year will receive one week's pay. Additionally, employees will be afforded three hours of short term career counseling with Cedar Sinai Park's contract HR consultant. Employees who are covered by any of Cedar Sinai Park's insurance plans are eligible to continue coverage under COBRA (see policy #602).

CEDAR SINAI PARK  
PERSONNEL POLICIES

SUBJECT: COBRA PROVISIONS  
#602

Effective Date: 10/01/10  
Supersedes: 11/19/04

Approved by:  
David Fuks  
Chief Executive Officer

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### **COBRA PROVISIONS**

**POLICY:** Cedar Sinai Park recognizes and abides by the Consolidated Omnibus Budget Reconciliation Act (COBRA). The following is intended only as a summary of COBRA. In the event of a conflict or any difference between this handbook and the law and pertinent regulations, the law and regulations will govern.

**PROCEDURE:** Employees who lose coverage under a group health plan due to a qualifying event (termination of employment for reason other than gross misconduct, or reduction of hours) may purchase continued coverage under the group plan for themselves or enrolled spouse and/or dependent children for up to 18 months or as allowed by law. The right to continued health care coverage includes either continuation of the coverage received under the plan immediately before the qualifying event (including medical and dental coverage) or continuation of medical coverage only. Employees who elect continuation coverage must pay the full cost of coverage each month. (Payment is due the first day of the month. Contact the Personnel Department for details.)

If the spouse or dependent children are enrolled in the plan and lose coverage due to one of the following events, they may purchase continued coverage under the group plan for up to 36 months.

- Death;
- Divorce or legal separation;
- Employee's eligibility for Medicare;
- Dependent child is no longer a dependent child as defined by the plan.

Again, the employee's spouse or dependent must pay the full cost of coverage each month. Proof of insurability is not required for family members to continue coverage in these circumstances. The right to continue purchasing group coverage may terminate before 18 or 36 months (whichever applies) if any of the following occurs:

- Failure to pay the require premium on time;
- The plan terminates;
- The person continuing coverage becomes eligible for Medicare;
- The person continuing coverage becomes covered under another group health plan.

### **THE EMPLOYEE'S RESPONSIBILITIES**

Employee's must notify the CSP Payroll Office in writing within 30 days of a qualifying event such as divorce, legal separation, or when a dependent child is no longer a dependent child under the terms of the plan. Employees must also notify the CSP Payroll Office in writing within 60 days if a

qualified beneficiary (employee, spouse, dependent child or child born or adopted during COBRA coverage) is determined disabled by the Social Security Administration. It is the employee's responsibility to notify the CSP Payroll Office in writing within 30 days if a qualified beneficiary (employee, spouse, dependent child or child born or adopted during COBRA coverage) is no longer determined disabled by the Social Security Administration. The above noted notifications are necessary so CSP may provide required notification of COBRA coverage.

In the other qualifying circumstances, the employee will be notified that continuation coverage is available and must then make an election. Employees who do not receive notice of the opportunity to elect continuation coverage should contact the Personnel Department for an election form.

#### ELECTION PERIOD

The employee must decide whether or not to purchase continued coverage within 60 days after the date of notification of eligibility for continuation coverage, or the date coverage would otherwise terminate (whichever is later).

#### MULTIPLE TRIGGER EVENTS

Should the employee suffer more than one qualifying event, the employee, the employee's spouse, and/or dependent children may be eligible for an additional period of continuation coverage not to exceed a total of 36 months. For example, if an employee quits, the employee and dependent(s) will be eligible for 18 months of continuation coverage. If, while the employee is self-paying, the dependent child ceases to be a dependent child under the plan, the child will be eligible for an additional period of continuation coverage not to exceed 36 months. A dependent child who ceases to be a dependent child under the plan is, of course, only eligible for an additional period of continuation coverage if he or she was covered at the time of the initial qualifying event.

#### TERMINATION OF GROUP COVERAGE

The employee may be entitled to purchase an individual conversion policy when no longer covered under the employer's group plan. Contact the Personnel Department before coverage terminates for more details.

#### COVERAGE AFFECTED

The employee's right to continued health care coverage includes medical and dental coverage.