



GEORGIA HOSPITAL ASSOCIATION
(GHA)

PERSONNEL POLICIES & PROCEDURES

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All supporting policies, procedures and forms may be obtained from the HR Department.

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**GEORGIA HOSPITAL ASSOCIATION
(GHA)**

PERSONNEL POLICIES & PROCEDURES

**HIRING, EMPLOYMENT APPLICATION, PROBATIONARY PERIOD,
ANNUAL REVIEW**

Procedures for Employment

- A. Each person applying for employment shall complete an Application Form supplied by GHA. The Application Form must be filled out completely and accurately. Any false information on such application constitutes immediate grounds for termination.
- B. A job description must be given to each applicant and a copy of which is also sent to GHA's Human Resource Department.
- C. A personal interview will be held, at which times conditions of possible future employment will be discussed.
- D. Employees are selected on the basis of character, reliability, past record, skill and aptitude for particular duties, education and the future potential to GHA.
- E. Any person who is a relative of a GHA or a GHA affiliate or subsidiary company employee shall not be appointed, hired or employed to work for GHA or its affiliate or subsidiary companies without express written permission of the GHA President.

(See attached Anti-Nepotism Policy – Appendix A).

- F. The President or the President's designee will issue an offer letter which must include at a minimum the following statements:
 - The proposed date of hire and whether the individual is full time, part time, or a consultant
 - The propose title and nature of job responsibilities
 - The fact that the proposed employee is an employee at will and can be terminated with or without cause
 - The fact that the employee must undergo a three month probationary period
 - The proposed salary information and their exempt vs. non-exempt status.
- G. After the applicant accepts GHA's offer and on the first date of employment or within a reasonable time thereafter, applicable employment forms should be completed by the employee, which include, but is not limited to
 - Employee Application Form
 - Standards of Conduct and Ethics

- Employee/Independent Contractor Data Security Agreement
- Acknowledgement Form
- Internet, E-mail and Voice Mail Policy
- HIPAA Privacy and Security Acknowledgement

H. A copy of the personnel policies will be given to the employee and reviewed with the employee during an orientation period.

Job Description

Every full or part- time position at GHA must have a corresponding job description. The job description must, at a minimum, outline

- Title of the position
- Management vs. non management role
- Exempt vs. non exempt status
- Duties and tasks of the position
- The supervisor of the position
- Experience and academic criteria for the position

Probationary Period

The first three months of employment constitute a “trial” period, during which time both the employee and GHA have an opportunity to see if the work suits the employee, and if the employee suits the work. The employee’s performance will be reviewed at the end of three months, and continued employment will depend upon the employee’s work performance during this period. After this three month probationary period, an employee will be eligible for all association benefits. However, full-time and qualified part time employees are eligible for health insurance benefits effective immediately upon employment.

Equal Opportunity Employer

GHA is committed to equal opportunity for all individuals without regard to race, color, religion, national origin, sex, disability or age.

Full and Part Time Employment

A. Full Time Employment

Full time employment for all employees shall be considered those employees who work at least 37.5 hours per week during normal business hours on a regular basis throughout each year.

B. Part Time Employment

A part time employee that is entitled to GHA benefits must work at least 20 hours a week on a regular basis throughout each year. Any individual that works less than 20 hours a week on

a regular basis may be considered a part time GHA employee but is not entitled to participate in GHA's health, pension or other benefits plans.

Orientation

- A. All New Employees shall participate in an Orientation Program.
- B. The content of the orientation shall include:
- The history of GHA and its past and current activities and organizational structure.
 - GHA's place in the community, state and national health care, its relationship with the American Hospital Association, and policies and procedures that will affect the employee in his or her new work.
 - GHA's Policies and Procedures
 - Training on the details of the job assigned and in office routines and schedules shall be conducted by the new employee's supervisor or their designee.

Ongoing Employee Training and Education

When there is a change in GHA Policy or a need to share information with all GHA staff members, GHA shall update each affected employee of this information either by email, written correspondence, telephone or a formal training workshop.

Annual Performance Reviews

All GHA employees, both full and part time, must undergo an annual performance evaluation. Each supervisor must work with their respective employees to complete a performance evaluation in a timely period. At its discretion, GHA may use an employee's performance evaluation to determine whether an employee receives a promotion, demotion, probation or increase/decrease in pay.

Grievance Procedure

Any GHA employee may initiate a grievance according to GHA's grievance procedures. Employees should first discuss grievances with their immediate supervisor. If not satisfied, employees may discuss with department vice president and ultimately the President.

(See attached Grievance Policy – Appendix B.)

PROGRESSIVE DISCIPLINE POLICY

Disciplinary Philosophy

The Georgia Hospital Association (GHA) uses progressive discipline to ensure staff compliance with performance standards, ethics, and conduct. Except in cases of repeated willful or flagrant

violations of these standards, a supervisor will not resort to formal disciplinary measures until informal attempts to correct the problem have failed. If a supervisor finds it necessary to use formal disciplinary measures, it is intended that the discipline be administered fairly, without prejudice and only for cause.

(See attached Progressive Discipline Policy – Appendix C.)

EMPLOYEE CONDUCT

General Rules of Conduct

GHA expects each employee to maintain a high degree of professionalism at all times. Any employee's misconduct reflects adversely upon GHA itself, and ultimately, upon the membership. Accordingly, the following rules are to be viewed as minimum standards of conduct, which are not all-inclusive. GHA hopes each employee will monitor his or her own activities to avoid any potential problems.

- A. An employee is expected to treat fellow employees, as well as all other parties, with courtesy. Insubordination will be not tolerated.
- B. Realizing that the conduct of each employee reflects on GHA as a whole, each employee is expected to maintain a reasonable standard of conduct in the community. Conduct which reflects adversely upon GHA will serve as a basis for disciplinary action.
- C. The first obligation of each employee is the performance of his or her job responsibilities. Therefore, incompetency, inefficiency or neglect of duties will not be tolerated and employee will be subject to termination.
- D. Any employee who reports for work under the influence of any intoxicating substance will be subject to disciplinary action, which may include termination.
- E. An employee's performance may easily be adversely affected by poor attendance habits. Thus, repeated tardiness, unexcused absences, or repeated or extended leave of absences may result in disciplinary action including termination.
- F. Each employee is expected to comply with established employee procedures and office policies. Particularly, falsification of any employment-related document, such as the application, any time sheets or expense vouchers, or other dishonest acts may result in termination.
- G. An employee is expected to give GHA his or her full attention during the work day. Accordingly, personal calls and emails should be held to a minimum and should, if possible, be placed during break periods or on the lunch hour.

Standards of Conduct and Ethics

All employees shall read and comply with the GHA Standards of Conduct and Ethics. All employees must sign an acknowledgement of receipt of such policies.

(See attached Standards of Conduct and Ethics – Appendix D.)

Smoking Policy

GHA's offices and property are smoke-free environments. Employees are not allowed to smoke on GHA property. As reminder for all smokers, GHA's break policy applies regarding only two 10-minute breaks per day. GHA encourages cessation of smoking and may reimburse employees for successfully participating in a smoking cessation program upon approval by the President.

Substance Abuse Policy

GHA personnel may not report to work or work while under the influence of alcohol, illegal drugs or legal drugs for which no prescription has been issued or where the use of the legal drug is inconsistent with a prescription.

The nonprescription use, sale, possession, distribution, manufacture or transfer of controlled substances in the workplace or elsewhere during work hours is strictly prohibited. Employees violating this policy will be subject to disciplinary action, which may include termination for a first offense.

GHA personnel who plead guilty or nolo contendere ("no contest") or are convicted of a violation of a controlled substance statute which involves an action occurring at GHA or the workplace of a GHA member must notify his or her supervisor within five days of the conviction or plea. Failure to comply with this requirement will subject GHA personnel to disciplinary action, which may include termination for a first offense or the employee may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other such agency.

In compliance with the Drug-Free Workplace Act, employees may be subject to drug testing before hiring and during employment.

Harassment of Employees

GHA will not tolerate any form of harassment related to or because of an employee's race, color, sex, religion, national origin, age, or physical or mental disability. For the purposes of this policy, the term "harassment" includes, but is not limited to, slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion, national origin, age, or physical or mental disability. Harassment also includes unwelcome sexual advances, requests for sexual favors and other verbal, graphic or physical conduct of a sexual nature.

Violation of this policy by an employee will subject that employee to disciplinary action up to and including discharge. If you feel that you are being harassed by any other employee based upon the criteria outlined above, you should at once make your feelings known to your immediate supervisor, or alternatively, notify the President. Any complaints under this policy will be thoroughly investigated.

Dress Code

It is essential that all employees maintain a high standard of dress and personal appearance at all times while performing association duties. Employees are expected to dress and appear in a businesslike manner that is consistent with their own daily activities or with any scheduled activities within the Membership Services Building.

- A. While in direct contact with the membership or whenever representing GHA in any setting, employees are expected to maintain the highest professional image through appropriate dress style and personal appearance, including grooming. This expectation includes emphasis upon a mature, businesslike and tailored style of dress with a similar personal appearance. Employees should refrain from the more casual style of business clothing and personal appearance when performing this type of work.
- B. In those circumstances where employees expect no direct membership or visitor contact or outside representation activities, it is acceptable to dress in a more business casual style of attire.

“Business casual” for GHA is defined as:

Ladies: Dresses, skirts, slacks (not jeans) or loose fitting dress walking (city) shorts. Dresses, skirts and shorts should be at least three-quarters length to the knee.

Men: Slacks (not jeans) and socks, shirts with collars. No sneakers or athletic shoes. Shirts should be worn inside trousers.

On Friday, employees may wear jeans, sweatshirts with collared shirts and athletic footwear.

At no time will the following be acceptable: flip-flops, t-shirts, halter tops, tank tops, blue jean shorts, sweat pants, bareback sundresses, spandex clothing, exercise wear, short shorts.

“Business dress” (GHA’s traditional dress) is required when the employee attends meetings outside of the GHA membership services building. An exception may apply to this policy if the appointment or meeting is in a resort location or the employee knows in advance that the expected dress is casual. When participating in a meeting at the GHA building, employees are expected to be in “business dress.” On occasion, depending on activities in the GHA building, all staff may be required to be in “business dress.”

Above all, employees should always dress and appear in good taste and in a manner which appropriately relates to the environment or staff activities.

Building Security

Every employee will receive a key and a password to the alarm system in the building. Each employee at the time of receiving the key must understand GHA's privacy and security rules addressing GHA's access to and closing of its buildings.

WAGE ADMINISTRATION, HOURS, PAID TIME OFF, LEAVES OF ABSENCE

I. Salary and Wage Administration

- A. Specific responsibilities associated with the employee's position will determine the wage and salary range.
- B. Each employee's performance shall be evaluated at least annually on the employee's anniversary date of employment. If an employee's job classification changes, the date of the change becomes the new evaluation date. Although no salary adjustment is guaranteed with any review, any salary adjustments pursuant to an annual review will be effective the first pay period after the employee's evaluation date.
- C. All employees will be paid semi-monthly wages from the first of the month to the 15th of the month and from the 16th to the end of the month.
- D. GHA regards each person's salary as **confidential**. Each employee should observe this confidentiality.
- E. GHA is required to make salary deductions from employees' pay checks, such as Social Security Insurance, income tax, etc. All such deductions will be itemized on the checks. In addition, if any employee elects Blue Cross coverage other than Single HMO coverage, the portion of the Blue Cross premium that the employee is required to pay will also be deducted from the employee's pay check.
- F. Salary checks will be payable to the employee only and assignments of salaries will not be honored.
- G. Garnishments of wages will be handled consistent with state and federal laws.
- H. Time Sheets
 1. Time Sheets
 - All GHA employees are required to complete a semi-monthly time sheet showing amount of time worked and paid time off (PTO).

- Time sheets must be approved by the appropriate supervisor and forwarded to GHA payroll in a timely and expeditious manner. Failure to do so may result in delay of paycheck distribution.

(See attached Time Sheet Policy – Appendix E.)

II. Hours of Work

A. Office Hours

The normal work week is Monday through Friday. Regular full time employees must work a 37.5 hour work week. Employees should be at their assigned work area, ready to begin work at the assigned time. Because of GHA's flex time policy, employees may have different start and ending times depending on the schedule agreed upon between the employee and their supervisor. Employees who are late for work must stay late to make up time missed. Staff should work until assigned times.

If, for unavoidable reason, you are required to be absent from work, notify your immediate supervisor as soon as you know of such absence.

B. Flex Time

GHA offers a flex time policy to its employees. Each employee and their supervisor must agree to the flex time schedule which may vary according to the type of work involved. An employee can continue to work a 5 day work week if they prefer.

1. There is no flex time on holiday weeks.
2. Upon agreement with their supervisors, employees can work during the hours of 6:00 a.m. to 7:00 p.m.

If an employee and their supervisor agree, an employee may choose to work a 4 or 4 ½ day work week instead of a 5 day work week if they adhere to the following conditions:

1. For a 4 day work week, employees must work three 9.5 hour days and one 9 hour day each week.
2. For a 4 ½ day work week, employees must work four 8.5 hour days and one 3.5 hour day.

(See attached Flex Time Policy – Appendix F).

C. Lunch Hour and Breaks

One hour is allowed for lunch. Employees should be away from assigned work areas no longer than the allotted time. If formal breaks are necessary, they should be limited to **two** 10-minute breaks per day.

D. Overtime

Overtime shall apply to non-exempt employees only. Occasionally, overtime may be required in a particular job. All overtime must be pre-approved by the employee's immediate supervisor prior to working overtime.

1. As a general policy, it is expected that GHA's work load will be accomplished within the prescribed work week.
2. Considering the nature of GHA's business, it may be necessary to ask employees occasionally to work hours other than normal office hours. Employees should be as flexible as possible to accommodate such situations.

E. Inclement Weather

If Cobb County Schools are closed due to road conditions, GHA will delay opening its offices until 10:00 am. However, if the conditions warrant an additional delay, employees should check their telephone voice mail prior to leaving home.

III. Paid Time Off

- A. Each employee shall become eligible for paid time off (PTO) at the beginning of the fourth month of employment. PTO will be accrued, but not granted during the first three months of employment. PTO is earned at the following rates for full-time employees:

0-3 years	20 days (150 hours)
4-10 years	25 days (187.5 hours)
10-20 years	30 days (225 hours)
20 +	35 days (262.5 hours)

Part-time employees who work routinely more than 20 hours per week will be eligible for PTO benefits earned at the same rate as for full-time employees but on a prorated basis.

PTO is not accrued while an employee is on leave of absence or disability leave. An employee may carry forward a maximum of 450 hours of PTO. Any PTO vacation which is taken but not earned shall be repaid by the employee upon termination of employment. Any hours in excess of 60 days or 450 hours on December 31 of each year will be forfeited by the employee.

- B. Vacations must be mutually agreed upon and may be taken during the calendar year subject to adequate advance notice and GHA's work schedule. GHA requires employees to schedule vacation so as to avoid personnel shortage during preparation for meetings, legislative sessions, institute programs, and the like.
- C. An employee terminating employment will be paid all accrued PTO when proper notice is given. If proper notice is not given (see Resignation section after this policy), an employee is not entitled to be paid for accrued PTO. An employee voluntarily terminating employment with less than six months employment will not be paid accrued PTO.
- D. An employee may use accrued PTO to supplement long-term disability insurance payments to the normal level of pay.

PTO must be accrued prior to taking time off. Any deficit balance must be approved by the employee's immediate supervisor in advance.

(See attached Paid Time Off (PTO) Policy – Appendix G.)

IV. Holidays

- A. There shall be eight recognized holidays with pay for full-time employees. Part time employees routinely working a minimum of 20 hours per week will be entitled to a pro-rata number of holiday hours based upon the number of hours per week worked. For example, if an employee works part time 27 hours per week, they will be entitled to 5 hours of holiday time:
 - 1. New Year's Day
 - 2. Memorial Day
 - 3. Fourth of July
 - 4. Labor Day
 - 5. Thanksgiving – 2 Days
 - 6. Christmas – 2 Days
- B. Recognized holidays which fall within the last pay period of a resigning employee will be paid if adequate notice as described in GHA's personnel policies and procedures is provided.
- C. Any of the eight recognized holidays falling on Saturday or Sunday will be observed on either the previous Friday or the following Monday.

V. Leaves of Absence

A. Maternity/Paternity or Adoption Leave

GHA's policy with regard to maternity/paternity or adoption leave is in accordance with federal laws and will be treated as any other disability. Accordingly, GHA cannot guarantee that an employee's position will be available at the end of any maternity leave, as it cannot guarantee such continuation of employment with regard to any other disability. In general, maternity/paternity or adoption leave will be granted to an employee on the basis of her ability to work as determined by her doctor. GHA will attempt, whenever feasible, to return the employee to her previous position upon her return, and the employee is expected to be absent from work only the minimum time necessary under the particular circumstances of the pregnancy and birth. Accrued paid time off (PTO) may be used during such leave.

An employee taking maternity leave shall be entitled to unpaid leave of absence to the extent allowable under the law. If an employee has accrued sick or vacation leave, they may use such accrued leave during their maternity leave of absence. To the extent that an employee exhausts their accrued sick and vacation leave, the remaining time of their maternity leave shall be unpaid.

B. Bereavement Leave

An excused absence of **five days** with pay may be granted for full-time employees for a death in the immediate family. For purposes of this section, "immediate family" is defined as an employee's mother, father, brother, sister, son, daughter, husband or wife. Part time employees shall receive a pro rata number of hours based on the amount of time that they work per week. Any part time employee must work at least 20 hours per week to receive paid funeral leave.

An excused absence of three days with pay may be granted for full-time and pro-rata share for part time employees (subject to the restrictions outlined in A above) for a death in the family. For purposes of this section, "family" is defined as an employee's grandmother, grandfather, uncle, aunt, niece, nephew, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law.

A request for an excused absence without pay for death of anyone not referenced above must be submitted to and approved by the President or the President's designee.

C. Jury Duty

1. Jury duty is recognized as a civic responsibility. Staff members are expected to fulfill this obligation as citizens of the community.

2. Full-time and part time employees shall be granted time off to fulfill this responsibility without loss of pay or without charges against accrued vacation.
3. The CFO will require that a copy of the “summons or order to report” be submitted prior to approving time off for this purpose.
4. If jury duty does not require a full day, the employee is expected to return to work.
5. If the period of jury duty is less than or equal to one week, the employee will not be expected to reimburse GHA for any payments made to the employee by the court for the appearance. If the period of jury duty exceeds one week, the employee is expected to reimburse GHA all money received as jury duty pay for that period exceeding one week.

E. Other Leaves of Absence

Under extenuating circumstances and with prior approval of the President, an employee that has no accrued paid time off (PTO) may be granted a leave of absence for personal reasons for a period not to exceed two (2) weeks without pay.

WORKFORCE POLICIES

Internet, E-Mail and Voice Mail Policy

In the interests of protecting confidential and proprietary information, protecting GHA employees, and preventing inappropriate and unprofessional uses of GHA Internet, e-mail and voice mail systems. GHA encourages appropriate use of internet, e-mail and voice mail systems.

(See Internet, E-Mail and Voice Mail Policy – Appendix H.)

Data Security/HIPAA Policy

Every GHA Employee or Independent Contractor who accesses, or may potentially access, any proprietary or non-public data which is collected, stored, compiled, formatted, or developed by or provided to GHA for any purpose shall be required to sign an Employee/Independent Contractor Data Security Agreement.

GHA reserves the right to inspect the offices of any such Data User to ensure compliance with this Agreement. All GHA employees shall comply with GHA’s HIPAA privacy and security policies.

Failure to comply with the provision specified in the Agreement may result in civil and/or criminal penalties in accordance with state law and policy, as well as disciplinary action, including but not limited to, termination of any employment or independent contractor relationship with GHA.

Confidentiality Policy

Other confidentiality policies may be required as pertinent to the specific job.

(See Standard of Conduct and Ethics – Appendix D.)

Cellular Telephone Policy

GHA provides guidelines to all employees who use cell phones during their regular business hours, use cell phones while traveling on business, including while personally driving and conducting business during off hours (see attached Cellular Telephone Policy – Appendix J).

Expense Reimbursement

Employees shall be compensated for reasonable business expenses incurred while conducting business functions on behalf of GHA. Each employee must complete an expense form and have their supervisor approve of all such expenses. All expense reimbursement requests **must** be submitted within 30 days from the time the expense(s) is/are incurred.

Open Door Policy

GHA strives to have an agreeable working environment. However, if an employee has a problem, it should first be discussed with the immediate supervisor. If satisfactory results are not attained, the employee may move up the line to the next supervisor. The door of the President's office is always open for any employee to discuss problems or concerns.

Suggestion Plan

Every employee is encouraged to make suggestions or comments on anything that will help GHA do a better job and make it a more pleasant place to work. These suggestions may be made to, and are welcomed by, the President. Written suggestions may or may not be signed. Every suggestion will be given serious consideration.

INSURANCE AND OTHER BENEFITS

Employee Insurance Benefits

GHA provides health insurance for full-time employees at no cost to the employee and eligible part time employees who routinely work more than 20 hours per week. This coverage is limited to Blue Cross/Blue Shield HMO and BC/BS HMO. Health insurance is effective on the employee's date of employment. The employee is responsible for cost associated with dependent coverage and for coverage other than HMO.

The entire health insurance premium for single coverage is paid by GHA for all employees who elect HMO coverage. In addition, half of the difference between the single coverage premium is paid by GHA for those employees who elect to carry family coverage. The additional half of the family coverage premium and/or the additional cost for PPO or POS coverage is payroll deducted from the employee's paycheck on a semi-monthly basis, one month in advance. GHA will contribute on a pro-rated basis for eligible part time employees towards family coverage based on the amount of hours a part-time employee works per pay period.

If an employee elects a different plan other than BC/BS HMO, such as a PPO or POS plan with the same insurer, employees are responsible for paying the difference in premiums. GHA will provide each employee with a summary of GHA's benefits, coverage and costs.

GHA also provides life, long-term disability, dental and 24-hour accident insurance to full-time employees and those who routinely work more than 20 hours per week. All insurance, with the exception of the health insurance, becomes effective the first day of the month following a three month waiting period. If a part-time employee is expected to consistently work more than 20 hours per week, he or she is eligible to participate in insurance benefits available to full-time employees on a prorated basis. For example, the half-time employee must purchase one half of all insurance premiums with the exception of the single coverage health insurance premium which is paid in full by GHA.

Part-Time Employee Benefits

A. Paid Time Off (PTO)

If a part-time employee is expected to consistently work more than 20 hours per week, he or she will be eligible for PTO benefits earned at the same rate as for full-time employees, but on a prorated basis.

B. Insurance

If a part-time employee is expected to consistently work more than 20 hours per week, he or she is eligible to participate in insurance benefits available to full-time employees on a prorated basis. For example, the half-time employee must pay ½ or all insurance premiums with the exception of the single coverage health insurance premium which is paid in full by GHA.

Pension Plan

GHA provides a 401(k) plan for full-time and part time employees working on a regular basis more than 20 hours per week. Upon date of hire, employees are entitled to participate in GHA's 401(k) plan. After 1 year of employment, GHA will match up to 5% of employee's contributions. Details of GHA's pension and matching plans will be discussed with the employee by GHA's human resources personnel.

Tuition Reimbursement Policy

GHA has a program to provide monetary assistance for eligible employees for approved academic and technical courses, which will prepare employees for potential promotion. Please see personnel policy and procedure for administration of the program. An application can be obtained from the HR Department.

(See attached Tuition Reimbursement Policy – Appendix I.)

Worker's Compensation Insurance

GHA carries a Worker's Compensation Policy on all employees. Any accident or illness that may be occupational in origin shall be reported immediately to the President or the President's designee or your immediate supervisor.

Temporary Employees and Special Consultants

- A. Temporary part-time employees are paid on an hourly or daily basis and do not participate in GHA's fringe benefits, including health insurance, vacation and sick leave.
- B. Contractual costs for special consultants with GHA shall be mutually determined between the President and the employee or agency/contractor subject to association requirements, approved budgetary policies and funds, and other policies or approval requirements as established by the Board of Trustees.

TERMINATION OF EMPLOYMENT

Resignation

- A. Recognizing that continuous employment ensures better service to GHA's membership, it is requested that two week's notice of separation be given when an employee resigns.
- B. Two week's notice of resignation is considered the minimum notification required. Any employee of GHA who holds an administrative, professional or supervisory position is expected to provide at least one month's notice.
- C. Employees are responsible for returning all property, material or written information entrusted to them or in their control. Where permitted by law, GHA may withhold from the employee's final paycheck the cost of any items that are not returned when required. GHA may also take all actions deemed appropriate to recover and protect its property.

Discharge

A. Elimination of Job Positions

All GHA employees are employees at will. Hence, there may be circumstances that GHA must eliminate certain positions due to lack of appropriate funding. In such a circumstance, GHA will take into account an individual's performance history at GHA, length of employment, and other factors.

B. Discharge Due to Disciplinary Actions

Depending on the nature of a violation of any of GHA's policies and procedures, an employee may be discharged from employment for violation of any of the general rules of conduct or any GHA personnel polices.

Exit Interviews and Security Clearance

Any employee, who leaves GHA, whether voluntarily or involuntarily, will have an exit interview consisting of at least GHA's director of Human Resources and a GHA attorney or their designees. At the exit interview, all departing GHA staff will be asked to disclose any and all issues and concerns that they have with GHA, GHA staff or any other matter relating to their work experience at GHA. GHA staff attending the exit meeting will document in the employ's record, the date, the time, the attendees and general concerns of the departing employee.

In addition, each GHA departing employee will be asked to return any keys, documents, books, diskettes or any other property owned by and created at or on behalf of GHA.

Termination and Accrued PTO

An employee who is involuntarily terminated from employment shall be entitled to accrue PTO in accordance with this policy which shall be prorated to the amount due at time of termination.

When proper notice is given, an employee who voluntarily terminates his/her employment will be paid for all accrued PTO. If proper notice of at least two weeks is not given, an employee is not entitled to any accrued PTO pay.

An employee voluntarily terminating employment with less than six months of employment will not be entitled to accrued vacation.

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Revised 6/__/08

ACKNOWLEDGMENT

I acknowledge that I have received my copy of the personnel policies and procedures. I will read and abide by all Georgia Hospital Association rules and policies and any additional rules of my job. I understand that these policies and procedures represent only current policies, procedures and benefits, that these policies do not create a contract of employment, and that Georgia Hospital Association may make changes to these policies from time to time. Furthermore, I understand that I have the right to terminate my employment at any time, with or without cause, and that Georgia Hospital Association has a similar right.

I also acknowledge that GHA has the right to make certain deductions from my pay check upon my authorization.

Employee

Date