



MERITAS HEALTH

EMPLOYMENT POLICIES AND PROCEDURES

Welcome To Meritas Health Corporation (“Meritas”).

You are an important member of our team and we have a personal interest in your career success and personal satisfaction. Each employee contributes directly to the growth and success of Meritas and we trust your contributions to the team will enable both you and Meritas to grow and succeed in its mission.

It is the mission of Meritas Health to assist North Kansas City Hospital in its mission to provide hope and healing to every life we touch.

Our Vision

Together with North Kansas City Hospital, we will become legendary for our commitment to remarkable patient care.

Our Success Statements

- ** To provide care to our patients.
- ** To build a multi-specialty physician network with the best physicians.
- ** To develop services that will support primary care physician base and specialty physicians.
- ** To develop other health care related services that are not hospital based.

This manual briefly outlines some of the policies and benefits available to eligible employees. As all situations cannot be anticipated and covered in this manual, Meritas management retains the right to amend, revise, or eliminate policies and procedures as needed. You should feel comfortable to ask questions about any phase of your job, or Meritas in general, at any time.

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INTRODUCTION

Meritas Health (herein sometimes Meritas) is dedicated to serving the community by providing for the physical and psychological needs of our patients. To accomplish these objectives, we rely on the cooperative efforts of each employee in partnership with physicians and Meritas Health. Meritas recognizes the following responsibilities:

- Conduct business in such a way that each employee receives courteous and considerate treatment, recognizing individuality, dignity and the needs of Meritas Health
- Acquire a capable staff, selected on the basis of individual qualifications for assigned jobs, without regard to race, color, religion, national origin, genetic information, disability, sex, age, status as a veteran or for any other reason forbidden by applicable law.
- Provide compensation and benefits that are competitive in the community for similar work under similar conditions.
- Maintain work assignments and working conditions in accordance with the needs of Meritas Health Corp, while at the same time considering the welfare of each employee.

EMPLOYMENT AT WILL

Employees who do not have a written employment agreement for a definite period of time are employed at the will of Meritas Health for an indefinite period of time.

Employees may terminate their employment at any time and for any reason after giving proper notice (two weeks written notice). Employees may be terminated at any time, for any reason, with or without cause, with or without notice, or with or without progressive discipline.

Supervisory and management personnel shall not make any representations to employees or applicants concerning the terms and conditions of employment with Meritas Health which are not consistent with this policy.

Completion of an Orientation period or change to regular status shall not change an employee's status as an employee-at-will or in any way restrict Meritas Health's right to terminate such an employee.

Nothing contained in this handbook, or practice memorandums, or other materials provided to employees in connection with their employment shall require Meritas Health to have "just cause" to terminate an employee or otherwise restrict Meritas Health's right to terminate an employee at any time or for any reason.

EMPLOYMENT

Equal Employment Opportunity

It is the policy of Meritas Health to provide equal opportunity to all employees and applicants for employment. No person will be discriminated against in employment because of race, color, religion, national origin, disability, sex, age, genetic information, or status as a veteran or for any other reason forbidden by applicable law. This policy applies to all terms, conditions, and privileges of employment including hiring, probation, placement, promotion, demotion, discipline, transfer, layoff, recall, termination, benefits, rates of pay or other forms of compensation in selection and training. This policy also applies to the use of all facilities and participation in all practice-related employee activities.

Any communication from an applicant for employment, an employee, a government agency or an attorney concerning any equal employment opportunity matter will be referred to the Network Executive and/or the Vice President Human Resources.

While overall authority for implementing this policy is assigned to the Network Executive and/or the Vice President Human Resources, an effective Equal Employment Opportunity program cannot be achieved without the support of supervisory personnel at all levels. It is the responsibility of every Practice manager and supervisor to ensure compliance with the above policy.

Any employee who believes he/she has been discriminated against should, within five (5) business days of first believing that discrimination has occurred, bring the matter to the attention of the Meritas Network Executive, or the VP of Human Resources at North Kansas City Hospital.

Affirmative Action Program

The purpose of the Meritas Health's Affirmative Action Program is to provide equal employment opportunity to all qualified persons.

Policy: It is the policy of Meritas Health to provide equal opportunity to all employees and applicants for employment. No person will be discriminated against in employment because of race, color, religion, national origin, disability, sex, age, genetic information, status as a veteran, or for any other reason forbidden by applicable law. The term "discrimination" for all purposes includes, but is not limited to, treating an employee differently because of the above reasons or other reasons prohibited by applicable law. The term "discrimination" does not, however, apply to treating an employee differently because of legitimate business reasons.

This policy applies to all terms, conditions, and privileges of employment including hiring, probation, placement, promotion, demotion, discipline, transfer, layoff, recall, termination, benefits, rates of pay, other forms of compensation, use of Company facilities, participation in Company-related employee activities, and all other components of the Meritas Health Human Resources system.

See non-discrimination policies that are attached and/or included in the Employee Handbook.

Equal Employment Opportunity Officer

The Equal Employment Opportunity policy designates the Vice President of Human Resources as the Equal Employment Opportunity Officer for Meritas Health.

The Vice President of Human Resources is responsible for:

1. Developing, coordinating, and administering the Affirmative Action Program and maintaining statistical information as appropriate.
2. Communicating to Meritas employees the Affirmative Action Program, the Equal Employment Opportunity policy, the Harassment/Discrimination policy, and other related policies upon hire and periodically thereafter through annual education and annual review of the Employee Handbook.
3. Conducting full investigations of complaints and/or observations of alleged discrimination by any person, including supervisors, managers, employees, or any other persons in accordance with the Meritas Health policies.
4. In consultation with Practice management, taking appropriate action when discrimination is believed to have occurred. Depending on the severity of the offense, such action may include written warning, suspension, and/or termination of employment, in accordance with Meritas Health policies.
5. Providing Equal Employment Opportunity education to specific departments as appropriate.
6. Educating Human Resources Department and Practice Management staff on the provisions of equal employment laws, the Affirmative Action Program, the Equal Employment Opportunity policy, the Harassment/Discrimination policy, and other Human Resources policies and practices. Guiding Human Resources Department and Practice Management staff in consistent administration of these policies and practices.

Dissemination of Policy

To notify Meritas Health staff, applicants, and others of the company's commitment to its Affirmative Action Program, the company will take the following steps:

1. Post required state and federal notices that Meritas Health is an Equal Opportunity Employer in locations where the postings are readily visible to employees, applicants, and others.
2. Include non-discrimination language on its Employment Application, in print and media advertisements for open positions, on the job posting listing located on the Company's website, and on printed materials provided to prospective employees.
3. Provide Diversity training as a standard agenda item in New Employee Orientation and ensure that all new employees attend this program.
4. Include the Meritas Health Affirmative Action Program in the Employee Handbook, which will ensure that supervisory and other key personnel along with all other employees of the Meritas Health receive and review the Company's Affirmative Action Program as well as the following related policies:

- Equal Employment Opportunity
 - Harassment/Discrimination
 - Hiring
 - Code of Conduct
 - Discipline
5. Require each employee to read and acknowledge receipt and understanding of the Employee Handbook upon hire and annually thereafter with performance reviews.
 6. Require each employee to complete mandatory annual training on the following equal employment opportunity related topics:
 - Diversity
 - Compliance
 - Caring for the Patient with a Disability

Employment Records

1. The Vice President of Human Resources shall have full access to all Human Resources files, documents, background investigation reports, and all other components of the Human Resources system in order to ensure the company's Affirmative Action Program is understood and followed by employees.
2. The Vice President of Human Resources shall prepare and submit a summary of the Meritas Health Affirmative Action Program to outside entities as appropriate to comply with applicable legal requirements related to government contracts requiring such submissions and for any business development or other legitimate business reasons where the company deems such submissions to be appropriate.
3. The Human Resources Department maintains written job descriptions for each job classification. Job descriptions contain the job summary, minimum education and experience requirements, job standards, essential functions and working conditions, behavior expectations, and core competencies. The job description also serves as the performance review document to ensure employees are evaluated solely on the basis of the job requirements. These job descriptions are quite voluminous but will be made available for inspection to appropriate government inspectors and auditors to the extent required by law.
4. The Human Resources Department is responsible for coordinating the hiring process. Jobs are posted on the company's website, and candidates may apply for open positions by completing an employment application prior to an interview. The Human Resources Department screens each candidate based solely on the candidate's qualifications as related to the job description and coordinates the interview process. Once a candidate is selected for an open position, the Human Resources Department checks employment references, verifies licensure if required for the position, coordinates the required background checks, communicates the offer and salary, and arranges the start date.

Recruitment Advertising

Meritas Health is an Equal Employment Opportunity employer and includes non-discrimination language on its employment application, in print and media advertisements for open positions, and on the job posting listing located on the company website. Meritas Health relies on numerous sources for job applicants including Career Builder, Monster, Indeed and other internet resources, radio and television, LinkedIn, Twitter, professional journals, university events, internal applicants, and employee referrals.

Subcontractors

Meritas Health is an Equal Employment Opportunity employer and includes non-discrimination language on its employment application, in print and media advertisements for open positions, and on the job posting listing located on the company website. Meritas Health relies on numerous sources for job applicants including Career Builder, Monster, Indeed and other internet resources, radio and television, LinkedIn, Twitter, professional journals, university events, internal applicants, and employee referrals.

If Meritas Health has any subcontractors of government contracts that they believe are required by applicable law to have affirmative action plans or comply with affirmative action obligations by virtue of their government contract with the company, Meritas Health will so notify them to the extent and in the manner required by law.

Compliance Report Forms

To the extent required by law, Meritas Health agrees to provide available information regarding employment activity to outside entities upon request from applicable government entities.

Management Rights and Responsibilities

The Meritas Health Management has the right to exercise the customary functions of management, including, but not limited to, the right to manage and control the premises and equipment; the right to select, hire, promote, suspend, dismiss, assign, supervise, and discipline employees; to determine and change starting times, shifts and scheduled hours; to transfer or reassign employees within the Practices or into other Practices and other classifications; to determine and change the size of, composition of, and qualifications of the work force; to establish, change, and abolish its policies, practices, procedures, rules, and regulations; to determine and modify job descriptions, job evaluations, and job classifications; to determine and change methods and means by which its operations are to be carried on; to assign duties to employees in accordance with the needs and requirements determined by Meritas Health; and to carry out all ordinary functions of management.

Open Door Policy

Meritas maintains an open door policy. Management supports the policy so an employee may pursue a concern without fear of repercussion. Meritas encourages employees to share their visions, ideas and concerns.

Recruitment

A vacancy exists when transfer or termination vacates a budgeted position, or when the Network Executive authorizes a new position. Candidates should be at least 18 years of age to be considered for hire.

Selection of Employees

Meritas Health follows Equal Employment Opportunity practices in recruitment and selection of individuals for all positions.

The applicant with the most relevant skills, knowledge, and documented record of effective job performance will be considered whether or not the applicant is currently employed. In filling an open position, displaced employees, employees who have had hours reduced due to business necessity, and active employees who have requested a transfer and possess the necessary qualifications should be given consideration. Non-discriminatory employment practices will be maintained throughout the selection process.

Verification of Employment Information, Licensure and Certification

The HR Manager will approve all employment offers, check employment references, verify license(s), negotiate start dates, communicate salary and arrange the pre-employment testing. After a position has been offered, but before a new employee starts working, the following verifications will be conducted:

1. a drug screen;
2. an excluded provider screening for employees and contractors;
3. verification of licensure, registration and/or certification verification;
4. and a criminal history check will be initiated.

Verifications are completed for each newly hired employee. An employee who provides false information on the application, during or in connection with the job interview, or during the health screening is subject to dismissal. An employee who provides false information to maintain employment is also subject to dismissal. A copy of this documentation will be maintained in the employee's personnel file.

An employee is responsible for providing information regarding periodic re-certification. The Practice Manager is responsible for verifying the timely renewals of licenses, certification, and /or registration within his/her area and maintaining a copy in the employee's personnel file.

Drug screening results must be received by the HR Department prior to the newly hired employee's start date. A positive screen will result in withdrawal of the employment offer. The candidate will be eligible to reapply in twelve (12) months.

Orientation

In order to help employees feel welcome and familiar with Meritas, an orientation will be held during the initial weeks of employment. Employees will be provided with information regarding

the Meritas mission, philosophy, policies, and procedures. The Meritas orientation assists the employee in becoming familiar with the organization.

Orientation Periods

The first six (6) months of employment are an Orientation period for all new non-management employees. This period for management staff is six (6) months. This time is intended to give the employee, with management feedback and support, the opportunity to succeed in a new work environment. This time may be extended.

Dates of Employment/Rehire Information

The hire date for an employee is the first day on the payroll. Employees rehired within 90 days of their original hire date will not be subject to pre-employment testing. In the event an employee terminates and is rehired within 36 months of the prior termination date, the hire date will be adjusted to reflect prior service. The adjusted hire date is used specifically and only for service year awards. If the break in service is longer than 36 months, then the prior service is not recognized and the new hire date will be the date used.

Employment Categories

Full-time: A full-time employee occupies an approved budgeted position scheduled 64- 80 hours per two-week pay period.

Part-time: A part-time employee occupies an approved budgeted position with a schedule of 63 hours or less per two-week pay period.

PRN: A PRN employee works in an approved unbudgeted position on a day-to-day basis for brief periods at the convenience of Meritas. PRN positions are not eligible for benefit plans with the exception of the retirement plan upon meeting the eligibility requirements.

Employment of Relatives

Relatives of Meritas employees may be allowed to be employed with Meritas. Relationships covered by this policy include spouse, parents, grandparents, brothers, sisters, children, grandchildren, aunts, uncles, nephews, nieces, and relative by marriage (in-laws). The following limitations occur:

- Employees may not work under the direct supervision of a relative.
- If marriage or promotion after hire creates a situation which conflicts with the Meritas policy, the employees involved may be offered the opportunity to transfer to another position, Practice or Office. If a transfer is not possible, the affected employees will be afforded the opportunity to decide which employee will terminate.

An employee/provider relationship or an applicant with a relative working for Meritas will not be employed in a position that creates vulnerability to collusion or a breach of confidentiality or a relationship that Meritas considers inappropriate.

Work Schedule

Work hours are agreed upon at time of hire. Because of variable workload, hours may vary on a daily basis. When possible, management will notify employee of his/her work schedule at least two weeks in advance. However, all schedules are subject to change based on the needs of the practice.

Meritas reserves the right to change an employee's work schedule, work site, work assignment, or hours either temporarily or permanently to meet patient or operational needs. Management may transfer or reassign an employee to a shift other than the shift to which employee was originally assigned and may change the days an employee was scheduled to work. No employee is hired with a guaranteed schedule, work assignment, work site, position or hours.

Meal Periods

Meritas Health provides meal periods for employees based upon scheduled work shifts. Management is responsible for balancing work loads and scheduling meal periods.

An employee who works six hours and twenty-nine minutes or more in a workday will be granted a non-compensable thirty- (30) minute meal break. An employee is not allowed to work through or during the meal break without the Practice Manager's approval. If work requirements prevent a break at the regularly scheduled mealtime, the Practice Manager will arrange a meal break at the first opportunity thereafter. Food consumption on Meritas premises is restricted to authorized break areas.

Meal breaks are not paid as long as employees are fully relieved from duty. Employees who perform work at any time during a meal break are paid for the meal break with approval from the supervisor/manager.

Meritas Health complies with the Nursing Mothers Amendment of the Patient Protection and Affordable Care Act of 2010 (PPACA) and will permit a reasonable unpaid break time for an employee to express breast milk for her nursing child in the first year of the child's life.

Meritas Health will provide "a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk."

Staff Meetings

Staff meetings will be held to apprise employees of current activities, new policies, procedures, pertinent information and timely issues. Prior notice will be given for these meetings and attendance is mandatory.

Performance Reviews

The performance review is used as a tool to achieve mutual understanding of the job expectations and to increase the employee's awareness of factors relevant to employment. The review is also used to set a basis for pay, promotion, transfer, discipline, and termination, training, and counseling. Action taken by a Practice Manager based on a performance review must conform to Meritas policy and must be reviewed with the Network Executive before

implementation. The review may or may not be associated with a pay increase or any variable compensation.

Frequency of Performance Review: A performance review is completed for each employee once every twelve- (12) months for each position the employee holds. The manager may conduct a performance review at any time in support of performance counseling.

Employee Involvement in Performance Reviews: The Practice Manager will discuss the performance review privately and in detail with the employee. This discussion should be handled in a constructive manner describing the employee's strengths as well as areas for development and improvement.

Completed Performance Appraisal Forms will be kept in the employee's file. A manager will be held accountable for any delay in processing the adjustment due to incomplete documentation.

Transfers

Vacant positions are filled by a transfer if the transfer in Meritas' opinion is in the best interest of the employee and Meritas. A transfer is the movement of a qualified employee from one position to another, including a change in regularly scheduled hours, a lateral movement to another position in the same pay grade, a promotion to a position with a higher pay grade, or a downgrade to a position with a lower pay grade. Transfers need to be coordinated between the Practice Manager and the HR Manager.

See MeritasHealth.com for a listing of open positions. To be eligible for a transfer, an employee should have at least six (6) months of service in his/her present position and a record of satisfactory performance based on the most recent performance review. An employee may not be eligible for transfer if he/she is currently in progressive counseling. If an employee that is currently in progressive counseling requests a transfer, the transfer must be approved by both the HR Manager and the Network Executive.

A transferred employee will serve a new Orientation period of six (6) months. The Orientation period is intended to give the employee the opportunity to succeed in the new environment. If the employee is unable to meet the position responsibility or experiences job performance difficulties, the Practice Manager should initiate verbal counseling and contact the Network Executive to discuss returning the employee to the previous position or an equivalent position, if available. If a position is not available, the employee will be terminated and will be eligible for rehire if a position becomes available for which the employee is in Meritas' opinion the best qualified applicant. The effective date of a wage or salary change due to the transfer should be the first day of a pay period.

Flu Vaccination Policy

Purpose: To prevent acquiring and transmission of the Influenza virus. According to the Centers of Disease Control and Prevention (CDC), vaccination is considered the single most important influenza control measure to reduce the changes that a person will get the seasonal flu and lessen the chance that a person will spread it to others. When more people get vaccinated against the flu, less flu can spread through the community.

Audience: All Meritas employees and physicians/providers

Policy: As a condition of employment, Meritas Health requires annual influenza vaccination for individuals that have job duties and/or physical presence inside any Meritas Health owned and/or leased facilities or properties. Meritas Health will offer the flu vaccination free of charge.

Procedure

1. The flu vaccine is administered by staff, or Meritas Health Occupational Medicine, each year when the vaccine becomes available. Notification of vaccine availability may be via e-mail or other methods.
2. The vaccination start date for each year and the deadline by which individuals are required to have received the vaccination each year (“Vaccination Deadline”) will be set annually. The employee will sign an authorization/consent form prior to the administration of the vaccine.
3. Individuals new to Meritas Health after March 31 of each year will be notified of the policy and will be expected to comply with the vaccination requirement for the next influenza season. Individuals new to Meritas Health during the flu season will be expected to comply with the vaccination requirement immediately.

Medical Accommodations

1. Individuals may request a medical accommodation to be exempt from the flu vaccine requirement if they have a medical contraindication that is: (a) listed in the vaccine manufacturer’s prescribing information; or (b) listed by the Centers for Disease Control and Prevention (CDC).
2. Individuals requesting a medical accommodation must complete a Request for Accommodation form, signed by the individual’s personal, treating physician. Request for Accommodation forms signed by an emergency medicine physician or a hospitalist will not be accepted unless documentation proves treatment by that physician. Request for Accommodation forms signed by chiropractors will not be accepted. Request for Accommodation forms must be completed and turned into the Network Executive by the date that is fourteen (14) days prior to the Vaccination Deadline.
3. If additional information regarding a medical accommodation request is necessary, the individual will be notified and will have fourteen (14) days from the date of the notification to submit to the Network Executive any additional information that the individual wishes to be considered in the evaluation of the request. An individual may be required to sign a release of information authorization form to be sent by the Network Executive to the individual’s physician, requesting records and/or requesting the physician to contact the Network Executive or a member of the Primary Care Operating Committee to discuss the request for an accommodation. If the individual’s physician does not provide the requested records or contact the Network Executive prior to the Vaccination Deadline, the request for accommodation may be denied.
4. All requests for accommodation due to medical contraindications will be subject to approval by the Meritas Health Occupational Health physician.
5. If a request for an accommodation is not received by the Network Executive by the date that is fourteen (14) days prior to the Vaccination Deadline it will not be accepted and the individual will be expected to complete the vaccination before the Vaccination Deadline or face disciplinary action.

6. If the request for accommodation is denied, the individual will be expected to complete the vaccination before the Vaccination Deadline or face disciplinary action.
7. Individuals approved for accommodation for medical reasons will be required to wear a mask, during flu season, while inside any owned and/or leased facilities or properties in any patient care areas. If the individual does not work in a patient care area but is exhibiting symptoms that may be related to the flu, the individual will be required to wear a mask until he or she is symptom free for at least twenty four (24) hours. The mask requirement is mandatory and will be enforced by the Practice Manager.

Religious Accommodations

1. Individuals may request a religious accommodation to be exempt from the flu vaccine requirement if they have a sincerely held, bona fide religious belief that does not permit the individual to receive the influenza vaccine. Requests for accommodation will not be granted based on secular philosophical, political, scientific or sociological objections to the influenza vaccine.
2. Individuals requesting a religious accommodation must complete a Request for Accommodation form, and must submit documentation from the individual's religious leader (or other individual who can attest to the individual's religious belief) outlining the specific and current religious objection to the influenza vaccine. Request for Accommodation forms must be completed and turned into the Network Executive by the date that is fourteen (14) days prior to the Vaccination Deadline.
3. If additional information regarding a religious accommodation request is necessary, the individual will be notified and will have fourteen (14) days from the date of the notification to submit to the Network Executive any additional information that the individual wishes to be considered in the evaluation of the request. Additionally, individuals may be required to discuss, or their identified religious leader may be required to discuss, the request for accommodation with a NKCH Chaplain or other designated faith-based support service. If the individual or the individual's religious leader does not discuss the matter with the NKCH Chaplain or designee prior to the Vaccination Deadline, the request for accommodation may be denied.
4. All requests for accommodation due to religious reasons will be subject to approval by a committee consisting of the Network Executive, a NKCH Chaplain, and a representative from the Human Resources Department.
5. If a request for an accommodation is not received by the Network Executive by the date that is fourteen (14) days prior to the Vaccination Deadline it will not be accepted and the individual will be expected to complete the vaccination before the Vaccination Deadline or face disciplinary action.
6. If the request for accommodation is denied, the individual will be expected to complete the vaccination before the Vaccination Deadline or face disciplinary action.
7. Individuals approved for accommodation for religious reasons will be required to wear a mask, during flu season, while inside any owned and/or leased facilities or properties in any patient care areas. If the individual does not work in a patient care area but is exhibiting symptoms that may be related to the flu, the individual will be required to wear a mask until he or she is symptom free for at least twenty four (24) hours. The mask requirement is mandatory and will be enforced by the Practice Manager.

Received at other facilities

Individuals who receive the influenza vaccination at a location other than their practice or Meritas Health Occupational Medicine will be required to submit proof of vaccination documentation to their Manager by the Vaccination Deadline.

Discipline

Employees who do not comply with this policy by the Vaccination Deadline will be subject to disciplinary action up to and including termination. Non-employees who do not comply with this policy will be separated from affiliation with Meritas Health or the non-compliance will be referred to the Network Executive for action.

References

MMWR, Immunization of Healthcare Personnel – Recommendations of the Advisory Committee on Immunization Practices (ACIP), November 25, 2011, Volume 60, No. 7.

Association of Professionals in Infection Control and Epidemiology (APIC) Position Paper: Influenza Immunization of Healthcare Personnel, 2008.

Association of Professionals in Infection Control and Epidemiology (APIC) Position Paper: Influenza Vaccination Should Be A Condition Of Employment for Healthcare Personnel Unless Medically Contraindicated, 2011.

COMPENSATION

Salary Ranges

Salaries are determined by results of market analyses conducted periodically by North Kansas City Hospital for Meritas Health. The ranges consist of a base rate, a midpoint, and a maximum rate for each approved position in Meritas Health

Merit Increase Consideration

Recommendation for consideration of a merit increase is made once a year by the employee's Supervisor and/or Practice Manager based on the performance review. An employee will be evaluated on attainment of job standards and objectives, Behavior Expectations, as well as attendance and other factors identified as appropriate behavior. A merit increase is not permitted to exceed the maximum for the assigned pay range. If an employees pay reaches the maximum of the pay range, they may receive any increase in pay in the form of a one-time prorated payment.

Overtime

Overtime compensation will be paid to non-exempt employees for all authorized overtime hours worked. Meritas Health overtime rate of pay is one-and-one-half times the sum of the employee's base rate of pay. Hours authorized for overtime pay are those approved in advance by the employee's supervisor. Scheduling overtime as a routine management practice is prohibited.

The standard method for calculating overtime is based upon a 40 hour work week. Overtime will be paid after an employee has worked 40 hours in a single work week. A 40-hour work week begins at 12:01a.m. Sunday and ends the following Saturday at 12:00 midnight. Employees working a 40 hour work week must sign a statement acknowledging overtime will be based on time worked over 40 hours in a given week.

PTO hours will not be used to compute overtime. Only actual hours worked may be used in calculating pay. Wage and Hour rules define time considered for overtime as actual hours worked. PTO is not considered actual hours worked.

Recording Time Worked

An employee is required to personally record worked time. Employees are required to time out if they leave the premises, including personal physician visits that may be on campus. An employee who violates this policy is subject to the discipline process up to and including termination. An employee is not permitted to clock in more than six (6) minutes before the shift begins or clock out more than six (6) minutes after the shift ends unless there is an emergency or he/she is authorized to do so by his/her Practice Manager.

Payroll Procedures

Timing in and out may vary per Practice. Each employee will be shown how to record hours worked by logging into the payroll system. Falsification of time records and/or timing in or out for another employee, will result in disciplinary action up to and including termination.

Definition of Pay Period

A Meritas pay period begins at 12:01am Sunday and ends at 12:00 midnight on Saturday two weeks later. Payday occurs every other Friday. When a holiday falls on a payday, checks are distributed the day before the holiday.

Distribution of Paychecks

Employee paychecks are direct deposited and/or distributed at the applicable Practice.

Jury Duty

All citizens have the responsibility to participate in our justice system. Meritas supports this civic duty and provides jury duty pay. An employee called for jury duty receives his/her hourly rate up to their scheduled hours per shift. The employee must report to work if he/she is released or serves less than half a day. The employee must present the summons to his/her Practice Manager prior to the date on which the jury duty begins. Upon receipt of the documentation that the employee receives from court, the Practice Manager will adjust the payroll system to reflect jury duty hours and hours worked. The employee will be paid their normal pay. Any pay received from the court can be kept by the employee.

Unemployment Compensation

Meritas complies with the Unemployment Compensation Act of the State of Missouri, which provides compensation for former employees who are unemployed through no fault of their own. Determination of eligibility is made by the Missouri Division of Employment Security. Careful documentation of every termination/resignation is important to prevent unjustifiable claims. A voluntary resignation requires a written notice from employee indicating the reason for the resignation and the effective date.

Workers' Compensation

Meritas complies with the Workers' Compensation Act of the State of Missouri which provides compensation for medical expenses and lost time to employees who sustain injuries or contract diseases in the course of and arising out of their employment. Every accident, no matter how minor, must be reported to the Practice Manager so that an Employee Accident/Exposure Report Form can be completed. Failure to report an accident immediately may jeopardize eligibility of the employee for workers' compensation. Questions regarding workers' compensation should be directed to the Practice Manager.

Compensation for Attendance at Educational Programs

Classes designated by the corporation or Practice Manager as mandatory or addressing work needs of the Practice (example: an in-service on new equipment or procedures) may be offered during scheduled working hours or outside scheduled working hours. Assignment to attend classes during work hours will be made at the discretion of the Practice Manager. Attendance is required for these classes and is compensable, even if the program occurs outside the normal work schedule.

Attendance at other educational programs is considered voluntary, but the employee may be allowed to attend during work time at the direction of the Practice Manager. Attendance is only compensable if the employee is permitted to attend during scheduled work time. Normally, approval for an educational offering outside the organization will be limited to one (1) per year.

The employee will be paid his/her hourly rate for scheduled workdays during the course or seminar.

Refer to the Business & Travel Expense Reimbursement Policy in the Meritas Policy and Procedure Manual for details in regard to eligible and reimbursable expenses. Contact your Practice Manager if you have any questions. When traveling to an event, the most reasonable mode of transportation should be used. Car travel is reimbursable at the current Internal Revenue Service allowable rate per mile. The Network Executive must approve air travel.

Business Meetings

Reimbursement for business meetings may be submitted on a monthly basis. For a meeting to be considered reimbursable, it must be required by Meritas, documented as to the business purpose, and limited to actual expenses. Meetings attended primarily for the employee's professional contacts or for other purposes will not be reimbursable.

Expense Documentation

Refer to the Business & Travel Expense Reimbursement Policy in the Meritas Policy and Procedure Manual for details in regard to eligible and reimbursable expenses. Contact your Practice Manager if you have any questions. Documentation of all charges must be attached to the expense report. Paid receipts must indicate the name and location of the establishment, date, expense amount, and in the case of hotel, charges for lodging, meals, telephone, etc. must be itemized. The expense report must be signed by the employee and must be approved by the Practice Manager and/or Network Executive.

PERFORMANCE AND CONDUCT

Meritas Behavior Expectations

Communication

We maintain open communication and create a positive work environment for patients, providers, managers and co-workers by listening, keeping an open mind, being respectful of others' opinions and asking questions

- We see communication as an avenue for problem solving. All opinions count, speak freely and openly.
- We maintain eye contact while listening to others: be open minded to others.
- We are aware of our tone of voice and body language when communicating with others. Sometimes perception is reality. Be positive.
- We do not gossip; use good comments to replace gossip; do not create drama.
- We build trust in our relationships by providing feedback to and receiving feedback from others with courage and consideration. Kindness has a powerful influence on others; encourage through kindness. Do not judge others.

Customer Service

We show genuine appreciation and consideration to everyone by treating them the way that we want to be treated.

- We recognize and are sensitive to information that should be kept confidential by applying best practice to ensure privacy.
- We greet others promptly and acknowledge their presence. We introduce ourselves to patients.
- We smile ☺.
- We take time to answer questions and provide explanations that our patients can understand.
- We promptly assess our customers' needs, act appropriately and follow through timely on their needs.
- We listen and speak with compassion and respect to the feelings and opinions of others.

- We work together to exceed the expectations of our customers.

Environment

We take pride in providing a safe, clean and organized environment for our patients, providers and co-workers.

- We follow the established dress code, look professional and practice good personal hygiene.
- We clean work stations and patient/ common areas; we report any unsafe conditions.
- We practice good hand hygiene especially in patient care before and after touching a patient and patient surroundings.
- We wear a name badge that is free from stickers and pins at all times.
- We clean up after ourselves.
- We limit making and receiving personal telephone calls to break times and emergency situations; we never use cell phones while involved in patient care.

Positive Recognition

We value each other and understand the importance of being positive and giving positive recognition.

- We encourage confidence by acknowledging the accomplishments and hard work of others.
- We give compliments when appropriate.
- We say “please” and “thank you”.
- We speak positively about Meritas Health, NKCH and coworkers.
- We appreciate the differences in others and, when necessary, are willing to agree to disagree.

Ownership/Teamwork

We work together as a team to accomplish our common goals.

- We take responsibility for our actions; we admit when we are wrong and work to solve the problem not point blame.
- You are in control of your actions and behavior and recognize that your actions and behavior affects others.
- We take the initiative to find and do what needs to be done in the Practice and the organization.
- We ask for help from others; we offer help to others; we collaborate.
- We take pride in making a positive contribution each day.
- We maintain integrity by being discreet, reliable and honest.
- When there is a problem, we bring solutions.

Compliance

Meritas Health Summary of Program for Legal and Ethical Compliance

Purpose Meritas' Program for Legal and Ethical Compliance (the "Program") is designed to support Meritas physician practices in complying with applicable federal and state laws, and adhering to the ethical standards and mission of Meritas.

The purposes of this Program are threefold:

- Identify and hold staff and physicians responsible to the objectives of the Program;
- Develop compliance standards, policies and elements that are unique to the needs of physician practices;
- Assist Meritas physician practices in complying with all applicable laws and regulations.

Program Elements In support of the above purposes, the Program has the following elements:

- Compliance contacts
- Policies and procedures
- Education and training
- Lines of communication
- Reporting and investigating
- Auditing
- Disciplinary standards

Compliance Contacts

The following entities and individuals have specific responsibilities

Compliance Committee

The Compliance Committee is charged with assisting the Compliance Officer in overseeing and supporting the implementation and operation of the Program. The membership of the Compliance Committee is:

- The Meritas Network Executive
- The Chief Financial Officer of North Kansas City Hospital
- The Compliance Officer
- The Compliance Manager of Meritas Health
- The Compliance Director of North Kansas City Hospital
- A Physician Practice Manager
- A Meritas physician

Compliance Officer

North Kansas City Hospital's Compliance Officer, Jennifer Kozinn, VP, General Counsel, has been designated as Meritas' Compliance Officer. Jennifer's office is in the Administration offices of NKCH and she can be reached as follows:

Email: jennifer.kozinn@nkch.org

Telephone: 816-691-2038
Fax: 816-691-1097

The Compliance Officer's duties include:

- Implementation and operation of the Program
- Reviewing and revising of the Program on an annual basis
- Developing education and training
- Developing policies and procedures
- Receiving reports of potential compliance violations
- Conducting investigations and implementing corrective actions

Compliance Manager

The Meritas Health Compliance Manager is Lori Norris, who is also Meritas' Operations Manager. Lori's office is located in the Meritas Administration offices in the Professional Building North. She can also be reached at:

Email: lori.norris@nkch.org
Telephone: 816-691-1686
Fax: 816-346-7690

The Compliance Manager's responsibilities include:

- Assisting the Compliance Officer in coordinating the implementation and operation of the Program
- Disseminating information to the Practice Managers and/or Meritas employees regarding compliance matters
- Providing education and training to physicians and staff
- Coordinating auditing and monitoring activities

Physician Practice Manager

At the individual practice site level, the Practice Manager is responsible for the dissemination of information to all physicians and staff within the site and for verifying that all physicians and staff have read and understood the information.

Standards of Conduct / Policies and Procedures

The Standards of Conduct reflect a commitment to fulfill all ethical, professional and legal obligations. Adherence to these Standards is mandatory and a condition of continued employment with Meritas. Violation of the Standards of Conduct or Meritas Policies and Procedures is grounds for discipline.

Education and Training

All Meritas employees will receive training on the elements of the Program upon employment and on an annual basis thereafter. Attendance at training and education programs is mandatory, and records of attendance will be maintained.

Communication Lines

Establishing open lines of communication are a key element in implementing the Program. No one at any level of Meritas is permitted to engage in retaliation or any form of harassment against an employee, physician, volunteer or other individual reporting a compliance concern.

Reports and Investigations

All physicians and staff have a responsibility to report any issues or concerns related to the Standards of Conduct, Policies and Procedures or any other compliance matter. Reports may be made in person, by telephone, or in writing. The individual expressing a concern may choose to remain anonymous. The lines of communication for expressing concerns under the Program are as follows:

- Practice Manager
- Meritas Health Compliance Manager
- Compliance Officer

The Compliance Officer, with assistance from the Compliance Manager, will review and investigate any report received. The Compliance Officer will develop corrective actions. To the extent that a report has not been made anonymously, the Compliance Officer shall report back to the individual expressing a concern.

Auditing and Monitoring

The Compliance Manager shall be responsible for monitoring the effectiveness of the Program, including a review of all Policies and Procedures, on an annual basis. In addition, the Compliance Manager shall be responsible for establishing a methodology for periodic audits of records to ensure proper documentation, coding and billing.

Disciplinary Standards

All employees will be screened to determine if they are excluded, suspended or otherwise ineligible to participate in a federal health care program or convicted of a felony or health care related crime. Failure to adhere to the Standards of Conduct and other Meritas Policies and Procedures may be grounds for disciplinary actions, including termination.

Standards of Conduct

Standard 1 - Legal Compliance: Meritas will strive to ensure all activity by or on behalf of the organization is in compliance with applicable laws, including, but not limited to laws related to antitrust, tax, fraud and abuse, billing, lobbying, environmental, employment and discrimination.

Standard 2 – Business Ethics: In furtherance of Meritas' commitment to the highest standards of business ethics and integrity, employees will accurately and honestly represent Meritas and will not engage in any activity or scheme intended to defraud anyone of money, property or honest services.

Standard 3 – Confidentiality: Meritas employees shall maintain the confidentiality of patient and other confidential information in accordance with applicable legal and ethical standards. Confidential information includes patient, family member, or employee information, payroll information and information contained in any Meritas computer system or files, as well as computer access codes and passwords.

Standard 4 – Conflicts of Interest: All employees of Meritas shall deal with individuals doing business or seeking to do business with Meritas in the best interest of Meritas without favor or preference based on personal consequences.

Standard 5 - Business Relationships: Business transactions with vendors, contractors and other third parties shall be transacted free from offers or solicitation of gifts and favors or other improper inducements in exchange for influence or assistance in a transaction.

Standard 6 - Protection of Assets: All employees will strive to preserve and protect Meritas' assets by making prudent and effective use of Meritas resources and properly and accurately reporting its financial condition.

Drug Free Workplace

It is the policy of Meritas Health to provide a workplace free from the use and effects of illegal drugs and alcohol by applicants or employees. For the purpose of this policy, illegal drugs are any drugs or drug-like substances for which the sale, use, distribution, or possession is unlawful. Also included are prescription drugs used by someone other than the prescription holder, or in a manner or quantity other than prescribed, to the extent that the use of such drugs may impair the employee's ability to perform his/her job and/or is a threat to the safety of the employee or others.

Meritas Health prohibits the use, sale, transfer, or possession of illegal drugs and/or alcoholic beverages, or the misuse of legal drugs on its premises by employees. This policy also applies to the off premises use of illegal drugs and/or alcoholic beverages, or the off premises misuse of legal drugs which impairs an employee's ability to perform his/her job and/or is a threat to the safety of the employee or others.

Post Offer/Pre Employment Policy

Meritas Health will require a post offer/pre- employment drug screen for all applicants to whom an offer is made. Screens will be performed by a Meritas Health approved laboratory.

Employment advertisements will contain a reference to the fact that Meritas Health maintains a drug free workplace. Each physician practice will display a sign in clear view of all applicants, which states that Meritas Health is a drug free workplace and conducts post offer/pre-employment drug screens.

An applicant who refuses a drug screen or who refuses to sign the consent form for the drug screen will be refused employment by Meritas Health for at least 12 months.

An applicant who has a confirmed positive test result will be refused employment with Meritas Health for at least 12 months.

Employment following the 12 month disqualification period (provided the applicant meets other job qualifications and is in Meritas Health's opinion the best qualified applicant for the position) will be on the condition that the applicant has a negative test result and agrees to and satisfactorily passes random drug screening during the first twelve (12) months of employment.

Meritas Health will pay the cost of the post offer/pre-employment drug screens and any confirmation tests.

If Meritas Health believes that the applicant provided an altered specimen, the employment process will cease immediately, and the applicant will be refused employment by Meritas Health

indefinitely or, if employed, will be terminated immediately and indefinitely barred from future employment with Meritas Health.

Failure of an applicant to comply with any part of this policy will result in denial of employment at Meritas Health.

Reasonable Suspicion Drug and Alcohol Screen

Meritas Health will request drug and/or alcohol screens whenever a reasonable suspicion exists indicating that an employee's ability to perform his/her job may be impaired by use of these substances. Screens will be performed by a Meritas Health approved laboratory.

An employee who is reasonably suspected of being under the influence of illegal drugs or alcohol during work hours or while on Meritas Health property may be requested to submit to breath analyzer, urine, blood, and/or other screening tests. Supervisors and Managers should be alert to indicators such as:

- Impaired and/or erratic job performance
- Abnormal conduct or behavior
- Observable phenomena (actual use, possession, symptoms such as slurring words, staggering, pupil dilation, odor of alcohol, and other related symptoms)
- Evidence of missing or un-accounted narcotics/drugs or suspicion of diversion of narcotics/drugs.
- An employee who is taking prescription drugs which may affect his/her job performance or which may endanger the employee or others must report this fact to his/her supervisor. Examples of such drugs may include narcotics and amphetamines. The Practice Manager, in collaboration with the Network Executive or HR Manager, will determine if an evaluation is necessary to ensure that the employee is able to safely perform the essential functions of his/her job.

An employee who is subject to a reasonable suspicion drug and/or alcohol screen will be suspended without pay pending the outcome of the test results. If the results are negative, the employee will be reimbursed for the time lost, up to his/her regularly scheduled hours.

A positive test result shall be deemed misconduct and may result in disciplinary action up to and including termination of employment.

If an employee refuses to submit to a reasonable suspicion drug and/or alcohol screen, such refusal may be considered insubordination and may result in disciplinary action up to and including termination. The Practice Manager or Network Executive, in consultation with Human Resources, and any other appropriate member of management may also make a judgment on potential disciplinary action based on observation of the employee's behavior, the employee's past performance record and length of service, and the facts in the situation. If Meritas Health believes the employee is impaired and is unable to safely perform his/her duties, the employee will be subject to disciplinary action up to and including termination.

When reasonable suspicion exists, and with prior authorization from the Meritas Network Executive, and the North Kansas City Hospital Vice President of Human Resources or designee, Meritas Health may search desks, lockers, file cabinets, or the personal property of

employees. Searches will be conducted by the Meritas Network Executive, Vice President of Human Resources or designee and the Practice Manager or designee. Other members of management may be involved as appropriate.

Failure of an employee to comply with any part of this policy will result in disciplinary action up to and including termination.

Confidentiality

The results of drug and alcohol screens will be released by the laboratory only to the Human Resources Manager, the Meritas Network Executive, and/or North Kansas City Hospital Vice President of Human Resources or Sr. Director of Human Resources.

Records of the results of drug and alcohol screens will be maintained in a separate file and will not become a part of the applicant's application for employment or the employee's personnel file, unless disciplinary action is involved. If disciplinary action has been taken, the results of drug and alcohol screens may be attached to the disciplinary action form which becomes part of the employee's personnel file.

Employee Assistance

If an employee voluntarily requests the opportunity to seek rehabilitation, consideration, in the sole discretion of the Corporation, may be given to continued employment, based on the circumstances of the situation, length of service, past performance record, potential impact on patient care, and other pertinent factors.

If it is determined, in the sole discretion of Meritas Health, that continued employment is appropriate the employee may be required to enter into a written agreement which requires written evidence of continued treatment at appropriate intervals, random drug/alcohol screens at the discretion of the Practice Manager, and any other condition deemed appropriate.

Failure to comply with the terms of the agreement or further violations of the Drug Free Workplace Policy will result in immediate termination.

An employee whose request for an opportunity to seek rehabilitation is approved may be subject to appropriate disciplinary action for violations of other Meritas Health policies, separate and apart from any agreement reached under the Drug Free Workplace Policy.

Program Coordination

The HR Manager is the designated program coordinator for all post offer/pre-employment and reasonable suspicion drug and alcohol screens and will administer all related paperwork. Screens will be performed by a Meritas Health approved laboratory. The following substances will be included in the screen:

Alcohol	Methadone
Amphetamines	Opiates
Barbiturates	Phencyclidine (PCP)
Cocaine	Propoxyphene
Benzodiazepines	Methaqualone
Marijuana (Cannabinoids)	

If a Practice Manager suspects use of a drug not included on this list, he/she will first consult with the HR Manager before requesting a specific screen to be conducted. All positive results will be reviewed by a Medical Review Officer (MRO) who will provide an opportunity for an interview with the employee in the event of a positive test result. The MRO will review all information along the chain of command with information given by the employee. If any information deems the test improperly performed or improperly documented, then the test will be declared "invalid" and another test will be authorized. If no test deficiencies are discovered, the test becomes a "verified positive." The employee who receives the "verified positive" may, within twenty four hours of being informed of the verified positive test result, request a re-test of the "positive" specimen if it is still available, but will be responsible for the lab cost if the test confirms the original test result. Human Resources will notify the employee of the option for a retest.

Post Offer/Pre-Employment Drug Screen Procedure

Practice Manager Responsibilities: The Network Executive will ensure that the Practice Managers are trained to comply with this policy.

The Practice Manager and/or Human Resources Manager will inform applicants granted interviews of this policy, and will use the following language: "As a part of our hiring process, if you are offered a position, we ask that you submit to a post offer/pre-employment health assessment at Meritas Health's expense. A component of that examination is a drug and alcohol screen. Successful passing of this screen is a condition of employment."

The Human Resources department will advise each applicant to bring a valid driver's license or state identification card to the Meritas Health approved laboratory so identity can be verified. If an applicant does not have a driver's license or state identification card, he/she must bring other documents to verify identity.

Communication of Drug and Alcohol Screen Results: Post-offer/pre-employment drug screens will be done in conjunction with the post-offer/pre-employment health assessment. Results are checked online by the Human Resources department, if negative, the normal hiring process will continue.

Positive results will be kept strictly confidential. The Meritas approved Laboratory will communicate these results with only the Human Resources Manager. Communication of these results will occur in accordance with the following guidelines:

The applicant will be identified by name and social security number to ensure proper identity.

The Human Resources Manager may not consider the applicant for employment, since the applicant did not pass the post offer/pre-employment health assessment.

Specific information regarding the result of the drug screen will not be released.

The Human Resources department will communicate with the applicant to inform him/her that he/she did not pass the post offer/pre-employment drug screen and is refused employment for a period of at least 12 months.

Written Confirmation of Results: The Human Resources department will retain written confirmation of the results for five years. Negative results will be kept in the employee's employee health file.

Reasonable Suspicion Drug and Alcohol Screen: Supervisor/ Practice Manager/Human Resources Manager Responsibilities:

When a Practice Manager observes behavior that indicates an employee may be under the influence of drugs or alcohol, the Practice Manager must contact the Human Resources Manager, Network Executive or the NKCH Vice President or Sr. Director of Human Resources immediately.

The Human Resources Manager, Network Executive or Vice President or Sr. Director of Human Resources will either accompany the Practice Manager to the employee's location, or request the Practice Manager to bring the employee to Human Resources.

The Human Resources Managers, Network Executive, Vice President or Sr. Director of Human Resources and the Practice Manager will meet with the employee to state the behaviors that have been observed and to ask the employee if he/she has drugs and/or alcohol in his/her system.

The Human Resources Manager, Network Executive Vice President or Sr. Director of Human Resources and/or the Practice Manager may ask the employee to voluntarily agree to a drug and alcohol screen.

If the employee voluntarily agrees to the screen, he/she should sign the form and the Human Resources Manager, Network Executive or Vice President or Sr. Director of Human Resources will contact the Occupational Medicine Clinic.

The Human Resources Manager will coordinate the screen through a Meritas Health approved laboratory.

Either the Human Resources Manager, Network Executive, Vice President or Sr. Director of Human Resources, a member of management, or Practice Manager will escort the employee to the approved laboratory, and will stay with the employee until the test is completed.

The employee will be suspended without pay pending the outcome of the drug/alcohol screen. If the employee was suspended without pay pending the results of the drug/alcohol screen and the results are negative, Meritas will reimburse the employee for lost wages, up to the employee's regularly scheduled hours for the days suspended.

If the employee does not voluntarily agree to undergo a drug/alcohol screen, such refusal may be considered insubordination and may result in disciplinary action up to and including termination. The Practice Manager, in collaboration with the Human Resources Manager, Network Executive, Vice President or Sr. Director of Human Resources and any other appropriate members of management, may also make a judgment regarding potential disciplinary action based on observation of the employee's behavior, the employee's past performance and length of service, and the facts surrounding the case. Disciplinary action may be taken up to and including termination.

Following completion of the screen, or when the employee refuses to agree to a voluntary screen, the Human Resources Manager and/or the Practice Manager will arrange for transportation home by a member of the employee's family or by taxi. If the employee refuses transportation, Security or the appropriate law enforcement official will be contacted so the appropriate steps can be taken to avoid harm to the employee and others.

Communication of Drug and Alcohol Screen Results

The Human Resources Manager will report positive and negative results or an adulterated specimen to the Network Executive, Vice President or Sr. Director of Human Resources.

The Human Resources Manager, Network Executive, Vice President or Sr. Director of Human Resources and the Practice Manager will meet with the employee and inform him/her of the drug/alcohol screen results and to obtain any further information from the employee. If the results were positive, the employee will be told which substances were present in his/her system.

In the case of positive results, the Practice Manager, in collaboration with Human Resources, will be responsible for appropriate disciplinary action up to and including termination.

If the employee had been suspended without pay pending the results of the drug/alcohol screen and the results are negative, Meritas will reimburse the employee for lost wages, up to the employee's regularly scheduled hours.

The Human Resources Manager, the Practice Manager, Network Executive, Vice President and Sr. Director of Human Resources will be responsible for maintaining the strict confidentiality of any reasonable suspicion drug/alcohol screen.

Written Confirmation of Results

The Human Resources Manager or designee will hand deliver the written confirmation of the positive or negative drug screen to the Network Executive, Vice President or Sr. Director of Human Resources.

Both positive and negative results will be kept in the employee's employee health file.

In addition, if results are positive and result in disciplinary action, the results may be attached to the disciplinary action form, which becomes part of the employee's personnel file.

Employee Assistance

An employee who voluntarily requests the opportunity to seek rehabilitation and who is approved for treatment and continued employment may be required to enter into a written agreement which requires the employee to provide written evidence of continued treatment at appropriate intervals, to agree to random drug/alcohol screens for a specified time at the discretion of the Human Resources Manager, and to provide any other information deemed appropriate in the sole discretion of Meritas Health.

The Human Resources Manager, Network Executive, Vice President or Sr. Director of Human Resources, with appropriate legal guidance, will assist the Practice Manager in developing this agreement and for ensuring the employee's compliance with the requirements outlined in the agreement.

The employee will be responsible for the cost of the treatment, either through health insurance or personal payment.

Failure in the Corporation's opinion to comply with the terms of the agreement or any future violations of the Drug Free Workplace Policy will result in immediate termination.

An employee who is approved for treatment and continued employment will be subject to appropriate disciplinary action for other Meritas Health policy violations, separate and apart from any agreement reached under the Drug Free Workplace Policy.

Annual Training

In addition to the Compliance Training, Meritas employees will be required to complete annual training requirements as needed, to include but not limited to: HIPAA, Safety, and CPR where applicable.

Confidentiality of Patient Information

Employees are individually responsible for protecting all information concerning patient care and employees.

Patient information, including the name of the patient, the nature of the illness and the diagnosis and treatment, is considered confidential and should be disclosed only in accordance with federal and state laws and regulations as well as Meritas Health policies. Violations of confidentiality may result in discipline up to and including termination. An employee may also be subject to legal proceedings and personal liability for disclosing confidential information.

Knowledge of confidential employee information is restricted to the individual employee and those employees who have been authorized access to employee files. Discussion of confidential employee information is inappropriate except by authorized individuals. Discussion by authorized individuals of confidential patient or employee information should take place in appropriate areas.

Employees as Patients

Meritas Health recognizes that its employees may choose a physician, or other medical provider, at their work site as their physician/provider. When an employee makes this choice, he or she is subject to the same operational and financial policies as all patients electing to receive care at the work site as outlined in the Meritas policy, "Employees as Patients."

News Releases

The Vice President of Marketing for North Kansas City Hospital is authorized to coordinate news releases and release information pertaining to Meritas, patients, visitors, or employees.

Tips, Gratuities, and Vendor Discounts

An employee may not accept a tip or gift of money from a patient, patient's family member, client, guest, customer, or visitor in the course of employment with Meritas. If an individual insists on giving a tip or gift, the employee should politely refuse. However, an employee is permitted to accept a gift such as food, flowers, or candy which can be shared with other employees.

An employee may not accept a gift or service of any substance from a Meritas vendor or vendor's representative. Holiday or other gifts of nominal value may be accepted but should be reported to his/her Practice Manager.

Solicitation

Solicitation includes, but is not limited to, the act of selling, attempting to sell, requesting, entreating, or procuring. Solicitation includes raffles, collections for any purpose, the sale of

merchandise or tickets, the distribution of written material, and the posting of notices, bulletins, etc.

No employee may solicit, for any purpose, during working time or in working areas. Working time is defined as all time for which an employee is paid excluding break and meal times. Working areas include immediate patient care areas and other areas where employees customarily work. Examples include all areas in which patients or families are present such as lobby areas, corridors, and elevators. Also included are non-public areas devoted primarily to the performance of work such as storage and equipment areas, laboratories, and offices.

A person not employed by the Practice may not solicit or distribute material of any kind upon Meritas property. These rules do not, however, apply to authorized services to patients, to purchasing and supply operations, or to activities which assist the Practice in carrying out its healthcare activities. Employees with questions about solicitation should see their Practice Manager for clarification.

Statement of Third Party Representation

The employees of Meritas are not represented by a labor union. This means that all of our employees are at liberty to deal directly with Meritas management without any third party intervening or coming between us. We strongly believe that such a situation is best for all.

It is not necessary, and we hope that it will never be necessary, for our employees to belong to any union in order to work. We believe that our relationship with you and every other employee will be much stronger if we can deal directly, face to face, without involving an outsider who may be more interested in its own goals and agendas than the welfare of everyone here. We expect and will sincerely strive to continue our affairs and relationships with our employees so they will never feel it necessary to belong to a union. However, it will always be their decision.

Meritas will always try to deal fairly with its employees in every way and provide everything that makes a good job for any employee whom sincerely and honestly deserves such an opportunity.

Experience shows that, where there are unions, there can sometimes be trouble, strife and discord. It is our belief that a union would not work out to our employees' benefit. It is, therefore, our desire to eliminate the need for union representation by fair treatment of our employees.

We further pledge to provide you with open channels of communication, a chance to express your concerns, and the right to receive honest, fair responses to your questions and comments. Successful communication is a two-way street and can only improve the working environment.

It is quite possible that from time to time, our employees will be approached by union representatives who will try to sell them on unionism. In such organizing campaigns, unions often make false promises and frequently distort the facts with respect to business operations, profits and other matters affecting employees' working relationships with their employers. They may promise wages, benefits or changes that they cannot actually deliver. Remember, they are trying to sell you something. That something can vitally affect you and everyone here. We do not believe that what they are selling is in your interests or good for everyone here.

If anyone should come to you and ask you to sign a union authorization card, we are asking you to consider refusing to sign it. You have a right not to join and belong to a union. You have a right not to sign any such card, and the union can do nothing to you if you refuse to sign a union authorization card. Never feel pressured to sign a union authorization card and bear in mind that if you sign it, you might have difficulty revoking it if you change your mind.

It is also important for you to keep in mind that the mere presence of a union will not automatically result in employees receiving any benefits that they would not otherwise enjoy

without a union and with your help we are committed to keeping it that way. Everyone should be aware of our rule on solicitation. It can be found in these Employment Policies. We will always protect your rights and those of our patients under all applicable laws.

Fund Drives

Fund drives for community and Meritas purposes are permitted if approved in advance by the Network Executive. The responsibility for conducting approved fund drives should be designated by the Network Executive

Posting and Bulletin Boards

The Bulletin Boards are used to communicate official government information on Equal Employment Opportunity (EEO), wage and hour, health and safety, and other issues. They are also used to communicate information regarding Meritas Health policy, business, and announcements, including, but not limited to, job postings, safety rules, health items, benefit programs, notices announcing Corporation sponsored special events, ticket sales, and health-related community events.

Employees may not post, tape, or affix in any way, any form of literature, printed or written material, photographs, or notices of any kind on bulletin boards (or in the elevators, where applicable) unless the material has been pre-approved by the Practice Manager. Commercial notices and business announcements may not be posted.

Discipline Policy

Purpose: To provide guidelines for progressive disciplinary actions that are to be utilized to help employees' correct behavior that does not meet Meritas Health standards.

Audience: This information is intended for all employees except the Practice Managers and members of Meritas Corporate Staff.

When behavior or performance occurs which appears to fail to meet employment standards, the Supervisor/Manager will discuss the situation with the employee to determine the employee's explanation and perspective regarding the issue. The Supervisor/Manager, with assistance from Human Resources, as appropriate, will conduct a complete investigation of the situation to determine the facts. Further discussion with the employee or others who may have insight will be conducted as necessary. The discussion and investigation will take place prior to determining if any disciplinary action is appropriate. Situations will be evaluated on a case-by-case basis. The Supervisor/Manager, in collaboration with Human Resources, shall determine any action based on the offense, the employee's past record, length of employment, or other pertinent factors. Depending on the nature of the incident, disciplinary action may include a series of oral or written warnings, suspension, or termination of employment. If the discipline is within his/her first 6 months of employment (ie; their orientation period), management is not required to complete all steps in the Progressive Discipline process. Management is encouraged to have at least a counseling prior to termination, with a warning that continued performance issues may result in termination. Disciplinary action should take place in a timely manner. Meritas Health may discipline or discharge an employee for any reason deemed appropriate, with or without progressive discipline.

Each successive step within the Progressive Discipline program must be carefully documented on a Counseling Memorandum/Progressive Discipline Record with appropriate signatures. The Network Executive or designee may require additional signatures based on structure of Practice management.

Suspensions and terminations require the preapproval of the Practice Manager, the HR Manager and the Network Executive.

The employee should also sign the Progressive Discipline Record, and the Supervisor/Manager shall provide to the employee a copy of the disciplinary action, retain a copy for employment records and forward the original to Human Resources. The employee's signature does not signify that the employee agrees with the action, but merely acknowledges the employee has seen the Progressive Discipline Record. An employee's refusal to sign a Progressive Discipline Record does not prevent the form from being processed. If an employee refuses or is unable to sign the Progressive Discipline Record such refusal must be noted on the form and a witness to the fact must also sign the document. This witness should be another member of management. If desired, the employee may submit a written statement containing his/her version of the incident to the Practice Manager/the Human Resources Department for inclusion in the personnel file. If the employee feels the disciplinary action is unfair, he/she may file a grievance. (See Grievance Procedure policy).

Disciplinary action requiring termination should be accompanied by an Employee Information Form indicating the employee's name and identifying information, effective discipline date of action, the reason for termination, and whether the employee is eligible for rehire.

Disciplinary action related to the Practice Managers, Practice Administrators, Corporate Management staff and the Network Executive is not subject to the steps outlined in this progressive disciplinary procedure.

The following guidelines outline examples of situations where disciplinary action may be appropriate. These guidelines are not intended to provide an all-inclusive list. Consideration may be given to other types of offenses and previous occurrences prior to taking action. In general, disciplinary action is progressive in nature, and repeated occurrences of even minor infractions may result in more serious disciplinary action. Any given incident may result in termination at the sole discretion of Meritas Health, even if the conduct does not fall under the termination heading in the guidelines set forth below. Any questions should be directed to the Human Resources Manager and/or the Vice President or Sr. Director of Human Resources.

Oral Warning/Counseling Memorandum

- Excessive unexcused tardiness or absenteeism
- Failure to time in when reporting for work, or failure to time out at the end of shift
- Abuse of Paid Time Off
- Failure to immediately report an incident
- Failure to meet job performance standards
- Failure to adhere to the Meritas' behavior standards
- Violating Telephone, Mail Usage Policy, or Technology Usage Policy, except as noted below.
- One parking infraction
- One instance of violation of Tobacco Use Policy
- Any other reason that the Meritas Health believes warrants an oral warning

Written Warning

- Disorderly conduct on the premises including abusive and profane language
- Absence from work without notification (No Call/No Show)
- Failure to meet the Employee Mandatory Requirements
- Making false, vicious or malicious statements about an employee, Meritas Health Corp, patients, or others
- Mishandling non-medical confidential information including Practice and payroll records
- Unauthorized distribution of printed material on the premises
- Unauthorized solicitation on the premises
- Leaving the premises with permission but failing to time out
- Accepting gifts and tips of other than nominal value from patients or visitors
- Insubordinate behavior
- Posting, altering or removing any matter on bulletin boards or other Meritas Health property without authorization
- Unauthorized use of Meritas Health materials or equipment
- Two parking infractions within a 12 month period
- Two violations of Tobacco Use Policy within a 12 month period
- Any other reason that Meritas Health believes warrants a written warning

Suspension or Termination

- Failure to respect the confidential nature of Practice records, including the records of employees who are patients, inappropriately accessing patient files, discussing patient medical conditions, except as needed to provide treatment, or similar violations of patient confidentiality
- Sleeping during scheduled work shift
- Use of Meritas Health Internet resources or other communication technology resources for commercial or personal advertisements, solicitations, promotions, destructive programs (i.e., viruses and/or self-replicating code), political material, or any other unauthorized or unreasonable personal use.
- Violation of Code of Conduct and/or display of immoral conduct Three parking infractions within a 12 month period
- Three violations of Tobacco Use Policy within a 12 month period
- Any other lawful reason that Meritas Health believes warrants a suspension or termination

Termination

- Sexual harassment and any other form of harassment or discrimination based on sex, race, color, religion, national origin, disability, age, genetic information, status as a veteran or any other reason forbidden by applicable law.
- Fighting or threatening to use personal violence
- Soliciting cash tips or gifts from patients or visitors
- Actions or displayed attitudes detrimental to patient care

- Leaving the premises during scheduled work shift without permission, with or without timing out
- Accessing through Meritas Health Corp's Internet resources, sending, receiving, displaying, printing, or otherwise disseminating material that is fraudulent, harassing, illegal, embarrassing, sexually explicit, obscene, intimidating, or defamatory
- Negligence
- Three consecutive days of No Call/No Show
- Gross insubordination
- Reporting to work intoxicated or under the influence of non-prescribed drugs, or under the influence of prescribed drugs to the point of impairment
- A positive drug screen test result shall be deemed misconduct. See the Drug-Free Workplace policy
- Possession, use, or distribution of alcohol or illegal drugs on the premises
- Diversion of narcotics or other medications
- Refusing to accept a job assignment for which properly trained
- Falsifying practice records, including patient records, dependent records, fraudulent alteration of an ID/time card, or falsification of time records
- Knowingly using another employee's ID/time card, or having your own ID/time card used by another
- Theft of Meritas Health, employee or patient property
- Physical or verbal abuse of a patient, visitor or employee
- Malicious abuse of Meritas Health property
- Unauthorized possession or use of firearms or any lethal weapon on Meritas Health property
- Four parking infractions within a 12 month period
- Four violations of Tobacco Use Policy within a 12 month period
- Not meeting guidelines of Attendance Policy
- Any other lawful reason which Meritas Health believes warrants termination

Procedure

Oral Warning/Counseling Memorandums

- a) After the initial violation of a Meritas Health policy or procedure or an incident of unsatisfactory behavior, the employee's Supervisor must formally discuss the incident of misconduct with the employee and conduct a complete investigation prior to determining if any disciplinary action is appropriate. In collaboration with Human Resources, such an investigation may involve obtaining written signed statements from the employee and witnesses, as appropriate. Any discussion regarding disciplinary action must be held in private, with notification to the employee that repetition of the misconduct will lead to progressively more severe disciplinary action.
- b) The incident must be documented on a Counseling Memorandum showing, as appropriate, times, dates, and places.

- c) A copy of the Counseling Memorandum must be given to the employee and a copy retained for employment records.
- d) If the same violation occurs and progressive discipline is needed, a copy will be submitted to the Human Resources Manager.

Written Warning

- a) If subsequent violations of Meritas Health policy or procedure or an incident of unsatisfactory behavior occur, the Supervisor/Manager must discuss the incident with the employee, and conduct a complete investigation prior to determining if disciplinary action is appropriate. In collaboration with Human Resources, such an investigation may involve obtaining written signed statements from the employee and witnesses, as appropriate. Any discussion regarding disciplinary action must be held in private with notification to the employee that repetition of the misconduct will lead to progressively more severe disciplinary action.
- b) Any disciplinary action taken must be documented on a Progressive Discipline Record showing, as appropriate, the nature of the misconduct, dates, times, and places, and indicating that ongoing misconduct may lead to further disciplinary action up to and including suspension or termination.
- c) The employee and the employee's Supervisor must formally discuss the disciplinary action, and the employee should sign the Progressive Discipline form to indicate that he/she is aware of the nature of his/her misconduct and the severity of the infraction.
- d) A copy of the Progressive Discipline Record must be given to the employee, a copy retained for employment records and a copy sent to the Human Resources Manager.

Suspension

- a) Continuous violation of a Practice or Meritas Health policy or procedure or an incident of unsatisfactory behavior may result in suspension from work without pay. Prior to determining if a suspension is appropriate, the Supervisor/Manager must discuss the incident with the employee and conduct a complete investigation. In collaboration with Human Resources, such an investigation may involve obtaining written signed statements from the employee and witnesses, as appropriate. Any discussion regarding disciplinary action must be held in private with notification to the employee that repetition of the misconduct will lead to progressively more severe disciplinary action.
- b) Any disciplinary action taken must be documented by completing a Progressive Discipline Record specifying as appropriate the nature of the misconduct, dates, times and places, previous disciplinary action taken, and indicating that ongoing misconduct may lead to further disciplinary action up to and including termination.
- c) Prior to suspension, the Practice Manager must consult with the Human Resources Managers, the Network Executive and/or the Vice President/Sr. Director of Human Resources.
- d) After obtaining approval from the HR Manager and Network Executive the Practice Manager along with the HR Manager or Clinic Supervisor, will discuss the disciplinary action with the employee.
- e) The employee should then sign the record to indicate that he/she is aware of the nature and severity of the misconduct.

- f) A copy of the Progressive Discipline Record must be given to the employee, a copy retained for employment records and a copy sent to the Human Resources Manager.

Termination

- a) Continued violations of a Meritas Health policy or procedure or an incident of unsatisfactory behavior may result in an employee's termination. Prior to determining if a termination is appropriate unless it is not reasonably feasible to do so, the Human Resources Manager must conduct a complete investigation. In collaboration with NKCH Human Resources, such an investigation may involve interviews and obtaining written signed statements from the employee and witnesses, as appropriate. Any discussion regarding disciplinary action must be held in private with notification to the employee that repetition of the misconduct will lead to progressively more severe disciplinary action.
- b) Any disciplinary action taken must be documented on a Progressive Discipline Record specifying, as appropriate, the nature of the misconduct, dates, times and places, and previous disciplinary action taken.
- c) Prior to discharge, the Practice manager must consult with the Human Resources Manager, the Network Executive and/or the Vice President/Sr. Director of Human Resources. The Network Executive must approve all employee terminations in advance.
- d) A copy of the Progressive Discipline Record must be given to the employee, a copy retained for employment records and a copy sent to the Network Executive and the Human Resources Department.

Attendance

Purpose: To define guidelines which reinforce the necessity of prompt and regular attendance. To control the costs and negative impact on morale associated with excessive absenteeism. To ensure attendance is monitored and to ensure problems that arise are treated consistently and objectively.

Policy: To ensure the best care for patients, Meritas Health relies on its employees to meet their scheduled hours of work. These guidelines are designed to ensure adequate staffing and to define individual employee accountability for attendance. Attendance is considered an Essential Function and Working Condition of every position within Meritas Health.

This policy applies to scheduled shifts, scheduled overtime, or scheduled call.

All employees are subject to the following provisions:

Reporting Absences

Unless an absence or tardy is prearranged and authorized 72 hours in advance, every employee is expected for work as scheduled. Each employee must contact his/her supervisor or other designee as outlined by the manager when calling in concerning absences or tardiness, giving the reason for and probable duration of any absence or tardy. Exempt employees who work part of a day, though they receive an absence for coming to work late or leaving work early, must be paid for the full day, even if they do not have any PTO

The following circumstances are considered scheduled time off for the purpose of this policy and do not require 72 hour advance notice of the request, though employees are asked to provide as much notice as possible, or as required by the specific policy:

- Funeral leave for eligible family members under the Meritas Health Funeral Leave Policy
- Approved leave pursuant to the Meritas Health Leave of Absence policy
- Time off for work-related injuries
- Jury duty pursuant to the Meritas Health Jury Duty policy
- Subpoenaed court appearances
- Admission to hospital--self, spouse or child

Consecutive absences caused by the same event will be considered one occasion of absence to the extent reasonable.

Under no circumstance will scheduled time off be granted for temporary confinement in jail awaiting charges or prosecution; such time off will be considered an absence for the purpose of this policy. Further, any absences caused by a jail or prison sentence may result in immediate termination of employment.

Leave Time

Meritas has the right to investigate absences and to determine if an absence is necessary or justified and/or is eligible to be covered by any type of PTO (paid time off) or ML (medical leave), such as unexpected hospitalization. Where health problems are the cause of absenteeism, with appropriate medical documentation, employees may be eligible for job-protected leave under the Family & Medical Leave Act (FMLA) or the Americans with Disabilities Act (ADA) or other leave-related laws. These types of absences, if they meet the criteria under the law for such leaves, are not subject to disciplinary action. (See Leave of Absence Policy) Meritas may require a written release from the employee's physician prior to an employee's return to work following an absence for medical reasons.

Meritas Health will not use the taking of approved Family, Medical or Military Leave pursuant to the Meritas Leave of Absence Policy as a negative factor in any employment decision, including performance reviews and corrective action for excessive absences. Exempt employees on an approved FMLA may be charged PTO for partial days worked, per the FMLA regulations.

Absences That Constitute Voluntary Resignation

Certain absences are considered to constitute a voluntary resignation by an employee:

- Failure to return at the end of a leave of absence when the employee has been released to return to work and it has been determined that a legitimate need for leave no longer exists.
- An unreported absence ("no call-no show") for three or more consecutively scheduled shifts.

Absenteeism, Occurrences, and Patterns of Absenteeism

Absenteeism is defined as any **unscheduled or unplanned absence**, not including any approved leave under the Family and Medical Leave Act, Medical Leave, Military Leave, Personal Leave of Absence or Workers' Compensation.

An absence occurs when an employee misses a normal workday or shift. Multiple consecutive absences due to the same injury or illness, or other incident depending on the reason, are considered one "occurrence" (i.e., a single "bout" of absence). Non-consecutive absences for different reasons, regardless of duration, will be considered separate occurrences. Non-consecutive absences due to the same injury or illness, or other incident depending on the reason, may be considered one occurrence or separate occurrences at the manager's discretion. Managers should strive for consistency and consult with Human Resources when they have questions about occurrences.

Examples:

An employee is absent one day due to the illness of a child; this is considered one occurrence. An employee is absent for three days due to severe cold or flu; this is considered one occurrence.

An employee is absent one day due to a cold, returns to work for one day, and is absent the next day due to a car accident; this is considered two occurrences.

An employee is absent one day due to the flu, returns to work for a day and is absent the following day because he/she has not fully recovered from the flu; this is considered one occurrence.

Rolling 12-Month Period Defined

A "rolling 12-month period" is a period of 12 consecutive months which rolls forward as each month passes; it is more simply defined as the most recent 12 months and is used to track attendance. Absence occurrences and tardies will be reviewed based on an employee's attendance over this rolling 12-month period. Each absence occurrence or tardy will be on the record for one year. On the anniversary of the absence or tardy, the point will expire, reducing the total number of points for the rolling 12 months.

The rolling 12-month period does not include time off due to leaves of absence that are not subject to disciplinary action. The rolling period is placed on hold while the employee is on leave and resumes when the employee returns. However, tracking approved leave time is a manual process for the supervisor or his/her designee within the department--API does not have the functionality to track leave time. Accumulated points do not expire during leaves of absence. For example, if an employee has 16 points, then goes out on FMLA leave for two months, the rolling period resumes on the date of return, and any future disciplinary action is based on the previous 12 months not including the period of leave. In this example, the employee will have 16 points when they return, even if some of these points would have expired if the employee had been actively at work.

Disciplinary Action

Excessive unexcused occurrences of absences and tardiness as defined in this policy will result in disciplinary action up to and including termination.

Employees who maintain a pattern of absenteeism will not be allowed to transfer or be promoted to another position within Meritas until the pattern of absenteeism shows

improvement. Patterns of absenteeism within the first six months of employment may be cause for immediate termination.

Timekeeping

The number of hours worked by non-exempt employees are calculated using the “clock-to-clock” method. This means that time clock punches or computer clocking times are an employee’s official recorded times. Paid work time begins at the hour and minute when an employee clocks in and ends at the hour and minute when an employee clocks out. An employee’s arrival and departure times are not rounded when calculating the employee’s work time.

Employees should allow enough time to clock in and arrive at their work station ready to begin work at the normal shift start time (or normal approved start time if different from the shift start time). Employees may not clock in more than five minutes prior to the start of the scheduled shift or clock out more than five minutes after the end of the scheduled shift. Performing any work or clocking in or out outside of the specified times--which may cause overtime--must be approved by your supervisor. Employees will be paid for all hours worked but failure to obtain prior permission could result in disciplinary action up to and including termination. Clocking in late or clocking out early may also be grounds for disciplinary action.

If you miss a scheduled shift, you are required to use your PTO hours. You cannot choose to take a day off without pay if you have a balance of PTO hours.

If the Practice Manager, due to a lack of work, sends you home, you may choose no pay in lieu of taking PTO hours.

Minimal discrepancies in time (for example, a deficit of 20 minutes) do not need to be covered by PTO.

Late Call-ins

Every employee has an obligation to provide notification of any absence or expected tardy as far in advance as is practical but no later than the timeframe provided here, excluding extenuating circumstances. Staff must call in at a minimum of **1 hour** before the start of their shift (or other approved start time) or by the time indicated at the manager’s or designee’s discretion. Managers may investigate occurrences at their discretion.

Weekend Call-ins

Any staff member who calls in on a scheduled weekend may be expected to make up the weekend shift(s) at the manager’s choice.

Holiday Call-ins

An employee must work their entire last scheduled shift before the holiday and their entire first scheduled shift after the holiday in order to be paid for the holiday, unless scheduled off in advance with proper approval.

Any staff member who calls in on their scheduled holiday may be expected to make up the holiday shift on the holiday of the manager’s choice.

Employees should contact their Practice Manager regarding the requirements for working holidays. In the event an employee is scheduled to work the actual holiday, they will receive time and one half for that time worked and 8 (eight) hours of holiday/PTO time will be added to the employees PTO balance for use at another time.

Employees who work at Express Clinics will be paid time and a half only, when working a holiday.

Employees who work at Gashland will be paid time and a half and 8 hours holiday pay.

Tardiness and Leaving Early

An employee will be considered tardy if he/she times in **5 minutes** after the scheduled start of their shift (or the start time approved by their supervisor). An employee will be considered to be leaving early if he/she times out more than **5 minutes** before the scheduled end of shift (or schedules class if applicable) without supervisory approval. Excessive tardies/leaving early may result in disciplinary action according to the attendance point system below.

ATTENDANCE POINT SYSTEM

Each employee's attendance will be evaluated based on a rolling 12-month period. If an employee maintains a point level of 16 points or more, one year from the initial counseling or disciplinary action, the counseling or discipline will be repeated as appropriate. *EXAMPLE:* An employee receives a counseling memo on 8/1/16 for 16 points. If the employee still has a total of 16 points on 8/1/17, another counseling memo will be issued due to the pattern of absenteeism. Events that earn points under this system are shown in the table below:

EVENT	NUMBER OF POINTS
1 Failure to Clock In or Out (unexcused)	1
1 Early Clock-in (unexcused, prior to 5-minute grace period)	1
1 Tardy (unexcused)	1
1 Absence Occurrence (reported) (same for holidays and weekends)	4
1 Absence Occurrence – No Call-No Show (At 3 consecutive days of No Call-No Show, voluntary resignation occurs)	6

1 Absence Occurrence – Late Call-in (if unexcused)	6
Leaving Work with 2 or More Hours Left in Shift = 1 Occurrence	4

Attendance points that reach certain thresholds during the rolling 12-month period will result in disciplinary action as follows:

TYPE OF DISCIPLINE	NUMBER OF POINTS
Written Coaching	12
Written Counseling Memo	16
Written Progressive Discipline	24
One-day Suspension	32
Termination	36

Return to Work

A manager may request a written release from the employee's treating physician prior to the employee's return to work when an employee has been absent due to illness.

An employee absent from work for more than (3) days due to medical reasons will be required to apply for a leave of absence and provide a physician's release to his/her manager.

Voting Policy

It is the policy of Meritas Health to allow paid time off for voting at a time that is mutually agreed upon by the employee and the employee's supervisor if arrangements have been made prior to the scheduled work shift.

It is the responsibility of the employee to make arrangements to vote prior to or following their scheduled work hours.

Polling times are typically: **Missouri:** 6:00 a.m. to 7:00 p.m.
Kansas: 7:00 a.m. to 7:00 p.m.

An employee who is unable to make arrangements to vote prior to or following their scheduled work hours should contact his or her supervisor in advance to arrange a mutually agreeable time for the employee to vote.

Missouri State law provides up to three hours of paid time off to vote. The statute also states that the time-off-to-vote plans must be made in advance of Election Day and the time off must be used to vote.

Grievance Procedure

Disciplinary action and administration and interpretation of Meritas policies and procedures are appropriate for consideration under the grievance process. Performance appraisals are not appropriate for consideration under the grievance process. Grievances may not be filed by employees who are at the level of Practice Manager or above or within their initial 6 month orientation period.

An employee who feels he/she has been treated unjustly may contact Meritas Human Resources to obtain a Meritas Health Employee Grievance form. The written grievance statement must briefly state the facts that caused the employee to file the grievance as well as the remedy requested by the employee to resolve the grievance. The employee must return the Employee Grievance form to the Meritas Health HR manager or the Sr. Director Human Resources at NKCH within 10 working days of the alleged incident. (Working days are defined as Monday through Friday, 8:00 a.m. to 4:30 p.m., excluding weekends and holidays.) The role of the Human Resources Manager is to coordinate the grievance procedure, set up grievance meetings with the employee and appropriate members of management, attend these meetings as a neutral party, facilitate the discussion, and ensure that the grievance procedure is followed.

Once the Grievance is received in Human Resources, the Human Resources Manager will schedule a meeting with the appropriate level of management, the employee, and the Network Executive and/or Vice President, Human Resources or designee. In this meeting the employee will state the grievance and the requested remedy and the management representative will hear the employee's perspective and gather information in order to investigate and respond to the grievance. As part of the investigation at any level of the grievance process, the management representative may talk with others who may have information related to the grievance. The management representative will respond in writing to the employee within ten (10) working days from the initial meeting, and forward a copy of the response to Meritas Human Resources.

If the response is acceptable to the employee, the employee will notify Meritas Human Resources in writing that the grievance is resolved. If the response is not acceptable to the employee, he/she must contact the Manager, Human Resources within five calendar days from the date he/she received the grievance response to request review at the next step. If the grievance is not resolved at Step 1, this process may be repeated at each level of management, until the final step is reached. At each level, Human Resources will coordinate the process and schedule appropriate meetings within a reasonable period of time.

The grievance may be resolved at any step at which a mutually acceptable resolution is reached. With the exception of the time frame required to initially file a grievance, the parties in the Grievance Procedure may mutually agree to extend the time frames, if appropriate. Such extensions should be avoided if at all possible, and any agreement to extend time frames must be indicated in writing, and signed by the employee and the management representative.

Grievances resulting from an employee's involuntary termination shall not be processed through all the steps of the Grievance Procedure. Rather, any involuntarily terminated employee who wishes to submit a grievance shall, within 10 days of the involuntary

termination, directly contact the Network Executive. The Network Executive will be responsible for coordinating review of the grievance starting at Step 3. The decision of the Network Executive is final on behalf of Meritas Health

A grievance filed against a Network Executive will be considered by the North Kansas City Hospital Vice President Human Resources as the initial step. If the grievance is not resolved at the initial step, it may be considered by the Meritas Health President. For such grievances, the decision of the President and CEO, North Kansas City Hospital is final on behalf of the organization.

The Practice's organizational structure determines the appropriate steps for a grievance. Step 1 in the grievance process starts with the employee's immediate supervisor, regardless of organizational level. If the grievance is not resolved at Step 1, the grievance may be reviewed at each higher organizational level as appropriate. At each level the Sr. Director and Manager; Human Resources will make arrangements for a meeting within a reasonable period of time.

Step 1: Immediate Supervisor, if applicable based on practice structure

Step 2: Practice Manager/HR Manager

Step 3: Network Executive

If the grievance is not resolved at Step 2, the employee may request review of the grievance by the Network Executive. The employee may present his/her grievance to the Network Executive. The Network Executive may also ask members of management to present their views regarding the grievance.

Following the presentation by the employee and appropriate management representatives, the Network Executive will make a final determination regarding the grievance. Within 30 working days, the Network Executive will notify the employee in writing of the Network Executive's decision. The decision of the Network Executive is final on behalf of Meritas Health.

Discrimination, Harassment and Retaliation

Meritas Health is committed to maintaining a work environment that is free from discrimination, harassment, and where employees at all levels are able to devote their full attention and best efforts to the job. Discrimination and harassment, either intentional or unintentional, have no place in the work environment. Accordingly, Meritas Health does not authorize and will not tolerate any form of discrimination or harassment of or by any employee, supervisory or non-supervisory, or any other person, based on race, sex, religion, color, national origin, age, genetic information, disability, or any other factor protected by law.

The term "discrimination" for all purposes includes, but is not limited to, treating an employee differently because of his/her race, sex, religion, color, national origin, age, disability, or any other factor protected by law, in connection with the terms and conditions of employment, including but not limited to, decisions relating to hiring, promotions, merit increases, discipline, compensation, and discharge from employment. Discrimination does not occur, however, when an employee is treated differently than another employee for legitimate, business-related reasons.

The term "harassment" for all purposes includes, but is not limited to, offensive language, jokes, or other verbal, graphic or physical conduct relating to an employee's race, sex, religion, color, national origin, age, genetic information, disability, or other factor protected by law, which would make a reasonable person experiencing such harassment uncomfortable in the work

environment, or which would interfere with a reasonable person's job performance.

Sexual Harassment

It is the policy of Meritas Health to prevent and eliminate sexual harassment. Sexual harassment includes:

- physical assaults or physical conduct that is sexual in nature;
- unwelcome sexual advances or comments or requests for sex or sexual activities linked to one's employment or advancement, regardless of whether they are based on promises or threats;
- sexual displays or publications such as calendars, cartoons, graffiti;
- other verbal or physical conduct of a sexual nature that has the purpose or effect of interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment;

Meritas Health regards all such conduct as creating a hostile and offensive work environment in violation of this policy, regardless of whether submission to such conduct is made either explicitly or implicitly a term or condition of employment. Examples of sexual harassment include sexual propositions, sexual innuendo, sexually suggestive comments, sexually-oriented "kidding", "teasing" or "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching, or brushing against another's body, or reading or otherwise publicizing in the work environment materials that are sexually suggestive or revealing.

Racial, Religious, or National Origin Harassment

Racial, religious, or national origin harassment also is expressly prohibited by this policy. Racial, religious, or national origin harassment includes any verbal, written, or physical act in which race, religion, or national origin is used or implied in a manner that would make a reasonable employee uncomfortable in the work environment, or that would interfere with a reasonable employee's ability to perform the job. Examples of racial, religious, or national origin harassment include jokes that include reference to race, religion, or national origin; the display or use of objects or pictures that adversely reflect on a person's race, religion, or national origin; or use of language that is offensive due to a person's race, religion, or national origin.

Disability Discrimination and Requesting a Reasonable Accommodation

Meritas Health prohibits discrimination against employees with disabilities (as that term is defined under the Americans with Disabilities Act and state law). To this end, Meritas Health will provide a disabled employee with a reasonable accommodation to enable the employee to perform the essential functions of his/her job, if the accommodation does not cause an undue hardship on the Corporation. It is the employee's responsibility to request a reasonable accommodation for a disability by contacting his/her Practice Manager or Meritas Health Human Resources.

Procedure

Any employee, regardless of position, who has a complaint of or who witnesses discrimination or harassment or retaliation at work by anyone, including supervisors, managers, employees or any other person, has a responsibility to immediately bring the matter to Meritas Health's attention. To report instances of discrimination or harassment or retaliation, an employee must contact the Network Executive at 816/691-2024, Meritas HR Manager at 816/691-1373 or the Vice President of Human Resources or Sr. Director of Human Resources at North Kansas City Hospital at 816/691-2064.

The Network Executive is responsible for promptly investigating claims of discrimination and harassment, and will meet with the reporting employee to gather information, discuss the results of the investigation, and, where appropriate, review the proposed resolution of the matter. If an investigation confirms that discrimination or harassment has occurred, Meritas Health will take corrective action, including discipline up to and including immediate termination of employment, as is appropriate.

Claims of assault or the threat of assault, if proven, will result in dismissal. Reports of discrimination and harassment will be kept as confidential as possible consistent with a full investigation.

No employee will be subjected to retaliation by Meritas Health because he/she has reported what he/she reasonably believes to be an incident of discrimination or harassment. If an employee believes he/she is being retaliated against for having made a good faith report of discrimination or harassment, the employee must report such retaliation to the Network Executive, Meritas HR Manager or the Vice President of Human Resources or Sr. Director of Human Resources at North Kansas City Hospital at 816/691-2064 so that the report of retaliation may be investigated and dealt with in an appropriate manner.

If you feel that Meritas Health has not met its obligations under this policy, you should contact:

E-mail address: jhiersteiner@seigfreidbingham.com

Telephone: (816) 865-4225;

or by fax: (816) 474-3447, Attn: Joe Hiersteiner

Standard mail: Joseph Hiersteiner
Seigfreid Bingham, P.C.
911 Main Street Suite 2800
Kansas City, MO 64105

Staff Rights

Meritas Health recognizes that the cultural values, ethics, or religious beliefs of patient care givers may be considered an aspect of patient care assignment, and may be taken into account when there is a communicated and direct conflict between the employee's values and beliefs and the patient's care and treatment.

Meritas is aware of and will abide by federal and state laws which prohibit discrimination based on religion. However, Meritas does not make a general practice of extending religious protection to situations that extend beyond the scope of those laws.

In no instance will the mission of Meritas or the care of the patient be compromised by granting an employee's request not to participate in an aspect of care. Treatment and care will be

provided to all persons in need without regard to disability, race, creed, color, gender, national origin, lifestyle or any other status protected by law.

If, during the course of employment, a conflict of the type described above develops while the employee is on duty, it is the responsibility of the employee to immediately notify the Practice Manager of his/her concerns and of the desire not to participate in an aspect of patient care. The employee must put his/her request in writing, and must include the specific aspects of care from which he/she is requesting to be excused and the reasons for the request.

The requesting employee is responsible for providing appropriate patient care until a decision regarding the request is made and alternative arrangements can be made. Refusal of the employee to provide care will result in disciplinary action up to and including termination.

The Practice Manager, in conjunction with the Network Executive and the North Kansas City Hospital Vice President Human Resources (or designee), will review and investigate the employee's request.

Once the fact finding information is gathered, it will be evaluated in the context of the specific incident itself and the implications of future such incidents.

The Practice Manager and Network Executive, in collaboration with the North Kansas City Hospital Vice President of Human Resources (or designee), will make a determination on the employee's request. In no case will a request be granted if it is determined that doing so would negatively impact the care of the patient.

If an employee's request cannot be reasonably accommodated, every effort will be made to place the employee in a comparable position, if one exists, in which conflict of care issues are less likely to occur. If no such position is available, and if the conflict of care issue continues to exist, the employee may be terminated and placed on priority rehire for 90 days. During that time, the employee will be able to apply for open positions within Meritas.

Technology Usage Policy

Meritas Health is committed to providing an environment that encourages the use of the computer and electronic information as essential tools to support the business aspects of the Corporation. It is the responsibility of each employee to ensure this technology is used for proper business purposes and in a manner that does not compromise the confidentiality of proprietary or other sensitive information. If an employee abuses the voice mail, computer, or email systems through unreasonable personal use or use in violation of law or Meritas policies, the employee will be subject to disciplinary action up to and including termination of employment.

While the intended use of our technology system(s) is for business purposes, employees may also use them for informal or personal purposes, but only within reasonable limits. All voice mail and e-mail records are business records and should be transmitted to individuals who have a business need to receive them. E-mail and voice mail messages are the property of Meritas Health. As such, management and other personnel with a legitimate need for information have the legal right to access e-mail and voice mail files and may supply them to law enforcement or government officials or to other third parties without the employee's permission. Meritas Health prohibits the electronic transmission of indecent materials on its technology systems.

Furthermore, voice mail, electronic data, and e-mail records on our systems may qualify as public records under the Missouri Open Records Law (Mo. Rev. Statute § 610.010 et seq.). As such, regardless of whether or not electronic data and e-mail records are saved or deleted on Meritas Health's systems, any such material may ultimately have to be made public pursuant to a proper open records request. Consequently, employees should always ensure that the business information contained in such messages is accurate, appropriate and lawful and that it follows the appropriate retention guidelines for paper documents of the same nature.

While Meritas Health does not intend to regularly review voice mail, e-mail or other electronic records and assumes no duty to do so, employees have no right or expectation of privacy in these systems. As a condition of initial and continued employment and access to the systems, all employees consent to our review and disclosure of voice mail and e-mail messages. Meritas Health owns the computers and licenses on the software making up these systems and permits employees to use them in the performance of their duties. Employees should treat voice mail and e-mail messages with the expectation that anything in them is available for review by Meritas Health's authorized representatives. For example, supervisors or other management personnel may access an employee's voice mail or e-mail if the employee is on a leave of absence or vacation and the access is necessary or appropriate for our business purposes.

If, for any reason, an employee is terminated or laid off by Meritas Health, the employee will have no right to the contents of the computer system, voice mail, or e-mail messages and the employee will not be allowed access to any of these systems.

The following governs an employee's usage of Meritas Health computer systems:

General System Usage: Employees should not use our systems in any way that may be seen as insulting, disruptive or offensive by other persons, or harmful to morale.

Prohibited Activities: Sending, receiving, displaying, printing, or otherwise disseminating material that is fraudulent, harassing, illegal, embarrassing, sexually explicit, obscene, intimidating, or defamatory is prohibited. Employees encountering such material should report it to their manager immediately.

Accessing the Internet: Employees may only access the Internet through an approved connection.

Prohibited Uses: Employees may not use Meritas Health's Internet resources or other communication technology resources for commercial or personal advertisements, solicitations, promotions, destructive programs (i.e., viruses and/or self-replicating code), political material, or any other unauthorized or unreasonable personal use. Employees may not initiate or forward chain e-mail. Chain e-mail is a message to a number of people asking each recipient to send copies with the same request to a specified number of users. Under no circumstances should patient information be sent over the Internet unless it is encrypted and secure.

Privacy: Despite any such designation either by the sender or the recipient, e-mail, voice mail and other electronic storage media are not considered private. Meritas Health reserves the right to monitor these systems at their sole discretion at any time without prior notice. In certain situations, Meritas Health may be compelled to access and disclose electronically stored items. The existence of passwords and "delete" functions do not restrict or eliminate Meritas Health's ability or right to access these records.

Passwords: An employee's user id logon and passwords may not be shared with any third party, including other employees, except as requested by their manager. Any password an employee selects should be sufficiently uncommon to prevent unauthorized access to the computer system.

Virus Detection: All material downloaded from the Internet or from computers or networks that do not belong to Meritas Health MUST be scanned for viruses and other destructive programs before being placed onto Meritas Health's computer system. An employee can obtain assistance in this process by contacting their manager or Meritas Central Services.

Waiver of Privacy: Meritas Health has the right, but not the duty, to monitor any and all aspects of its computer system. This includes, but is not limited to, monitoring sites employees visit on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by employees, and reviewing e-mail sent and received by employees. As a condition of initial and continued employment, employees waive any right to privacy in anything they create, store, send, or receive on the computer or the Internet and consent to Meritas' review and disclosure of such information, files and data.

Compliance with Applicable Laws and Licenses: Employees must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property, computer usage and online activity.

Software Compliance: Licensed software will be provided to all employees who need it and all software installed on equipment will be licensed to Meritas Health. Employees are not allowed to bring in software they purchased for their home PC and install it on Meritas Health computers without prior written approval from their manager. All software used by Meritas Health on Meritas computers will be purchased through appropriate purchasing procedures. Employees will not make any unauthorized copies of any software under any circumstances and will not provide software to outsiders including clients, patients and others without express written consent of the Network Executive. All software installed on Meritas Health networked computer systems will either be installed by or installed under the guidance of the Practice manager or Meritas Central Services approved staff. Employees who discover a misuse of software within Meritas Health should notify their manager.

Accessing Systems from Employee's Home PC: Meritas Health may provide employee remote access to its systems on a discretionary basis. In all cases this will be done when appropriate to provide a method to assist employees in the performance of their job duties from a remote location and is done at the employee's own risk. Hourly (i.e. non-exempt from overtime) employees require prior approval before accessing systems from home. Meritas Health makes no warranty as to the compatibility of the home PC with this functionality. Installation of any software on an employee's home PC will be the responsibility of that employee although they may be provided with instructions for installation from their manager or Meritas Central Services staff. Installing compatible software on the employee's home PC for the purposes of viewing e-mail or other attachments is the responsibility of the employee. In addition, installing and maintaining virus protection on the home PC is the responsibility of the employee.

In most cases, this access will be provided through the Internet. Meritas Health does not endorse any specific Internet Service Provider (ISP) and the employee is responsible for all charges to maintain this Internet connection. Minimum system requirements will be that of

the ISP and maintaining such requirements is the responsibility of the employee. Meritas Health will not provide support to employees for their home PCs.

In some cases, this access will be provided through a dial-up modem connection. Meritas Health does not endorse any specific modems and the employee is responsible for all line charges and hardware to make this connection.

Amendments: This Policy may be amended or revised from time-to-time. Employees will be provided with written copies of all amendments and revisions to this policy.

Acceptance of Terms Statement: All employees will be required to sign a statement verifying that they have read this Policy and that they agree to comply with its terms.

Violence in the Workplace

Meritas Health strives to make the employee work environment as safe as possible, and believes that by working together we can help maintain a safe and secure work environment. To that end, Meritas takes a zero tolerance position to actual or threatened violence on the premises. Verbal or written threats of any kind, even in jest, will not be tolerated and may result in disciplinary action up to and including termination. Fighting or verbal assault will be dealt with promptly. Assault in the workplace is a known risk and all incidents of assault should be reported to the NKCH Security Department or Police Department.

Domestic Violence: Domestic Violence often becomes workplace violence in that once a victim attempts to leave an abusive partner, the workplace can become the only place the perpetrator can locate and harm the victim. Domestic violence affects employee health, wellbeing and productivity. It presents benefit costs and risks. Meritas has partnered with Synergy Services, Inc. for advocacy services. All employees may receive information about domestic violence and how to access Synergy Services.

Domestic violence is a highly sensitive and personal issue. While it is appropriate for managers and supervisors to express concern, at the same time, managers and supervisors are cautioned to treat domestic violence the same as one would treat all employees' personal problems. Managers are encouraged to investigate personal safety with an employee and to seek assistance from a professional person who has expertise in domestic violence.

Meritas Health will make every effort to identify employees who are, or may be, victims of domestic violence and help them obtain the services they desire.

Employees are required to provide a copy of any civil protection orders (Ex Parte, Full Order of Protection, Child Order, or Stalking Order) to the Practice Manager along with a recent photo of the abuser and any other identifying information (e.g., make, model, color of vehicles and license plate number or letters, etc.) so possible identification can be successful if the abuser or perpetrator appears at the Practice. Security or the appropriate Law Enforcement Personnel will also initiate a report and conduct a risk assessment.

- 1) A referral to Synergy Services can be made 24 hours per day, 7 days per week by calling 816-452-8535 for emergencies and requesting an advocate.
- 2) For non-emergencies, a voice mail message can be placed by calling 816-691-5033 and a return call will be made within 24 hours. Synergy Services is available to any employee, whether a victim, or a co-worker of a victim, or a perpetrator.

- 3) A referral to the Employee Assistance Program, New Directions, can be placed by calling 816-237-2352. New Directions has specific policies and procedures in place when assessing domestic violence situations. The procedures include developing a safety plan, assessing the level of violence, giving the victim resource information, and offering help to the perpetrator.
- 4) Employees are required to provide a copy of any civil protection orders (Ex Parte, Full Order of Protection, Child Order, or Stalking Order) to the Practice Manager along with a recent photo of the abuser and any other identifying information (e.g., make, model, color of vehicles and license plate number or letters, etc.) so possible identification can be successful if the abuser or perpetrator appears at the Practice. The Practice Manager will work with the North Kansas City Hospital Security department to initiate a report and conduct a risk assessment.
- 5) Managers and supervisors are encouraged to make adjustments to work schedules and assignments to the extent possible or to offer leaves of absence (e.g., FMLA) when the employee qualifies, and personal or medical leaves.
- 6) Any contact by an abuser to a co-worker of the victim should be immediately reported to the Practice Manager. Co-workers should not provide any information to the caller either of a personal nature or work related (e.g., work schedule, work extension, work site, etc.) and should limit the amount of time involved with the contact.
- 7) The Practice Manager should be immediately contacted when any employee perpetrates domestic violence while on Meritas premises. The supervisor should immediately relieve the employee from duty and counsel the employee according to the Meritas disciplinary policy and the policy with regards to zero tolerance for violence in the workplace.

Concealed Weapons: Except for authorized security personnel and law enforcement personnel, firearms, straight blade or folding knives with a blade more than 4-1/2" in length (except as required for essential job functions as approved by the Practice manager), concealed weapons and explosives are prohibited in all Meritas buildings and may be cause for immediate arrest and/or termination of employment. In addition, except for authorized North Kansas City Hospital Security personnel and law enforcement officials, employees of Meritas, as a condition of continued employment, are prohibited from carrying a concealed firearm or other weapon on or about their person while performing work for the corporation, regardless of whether that work is being performed on or off Meritas property.

In 2003, the Missouri State Legislature enacted certain provisions in Chapter 571 of the MO Revised Statutes allowing the issuance of permits for citizens to carry concealed handguns. In March 2004, the Missouri Supreme Court upheld the constitutionality of certain provisions of this law. You are reminded that Section 571.107(15) prohibits carrying concealed firearms into buildings accessible by the public. Further, Section 571.107(15) states ... "Possession of a firearm in a vehicle on the premises shall not be a criminal offense so long as the firearm is not removed from the vehicle or brandished while the vehicle is on the premises." Chapter 571.107 subsection 2 states that, "Carrying of a concealed firearm in a location specified in subdivisions (1) to (17) of subsection 1 of this section by any individual who holds a concealed carry endorsement issued pursuant to sections 571.101 to 571.121 shall not be a criminal act but may subject the person to denial to the premises or removal from the premises. If such person refuses to leave the premises and a peace officer is summoned, such person may be issued a citation for an amount not to exceed one hundred dollars." Additional penalties apply to repeat offenders.

Pursuant to Chapter 571 RSMo, Meritas prohibits carrying of concealed weapons in its buildings.

Signs may be posted at each public entrance advising of the prohibition of weapons in the premises. No portion of this policy applies to law enforcement officials who are allowed under law to carry concealed firearms within the State.

Based on the above law the steps listed below shall direct staff response upon the detection of and handling of firearms and other weapons, whether concealed or not.

Concealed Weapon-Step-Action

- 1) When an employee receives an actual or implied threat, he or she is strongly encouraged to immediately contact their supervisor or manager or if their supervisor or manager is unavailable, contact the local law enforcement.
- 2) When an employee observes or detects an individual with a weapon concealed or not, on their person, they are to notify the individual of the policy prohibiting this possession and advise the person that they are to remove the weapon from the premises immediately.
- 3) If the individual refuses to comply with the directive to remove the weapon from the premises then local law enforcement should be summoned and briefed on the circumstances.
- 4) In circumstances in which a patient is seeking medical attention and is in an unconscious or in an altered state of consciousness and a weapon is observed or detected, the staff should immediately summon the local authorities to render safe and secure the weapon. Unless absolutely necessary, staff are not to attempt to disarm, remove, touch or attempt to clear or render safe any weapon. This function shall be accomplished by the law enforcement officer.

SEPARATION FROM EMPLOYMENT

Meritas Health classifies separations/terminations into two categories: voluntary and involuntary.

Voluntary Termination

Prior to terminating employment with Meritas Health an employee must provide his/her supervisor with written notification. Non-management employees should provide at least two weeks' notice of termination. Supervisory and management employees should provide at least one month notice of termination. An employee who fails to give the required notice of voluntary termination is not entitled to unused paid time off.

Once notification has been received, the employee's supervisor/manager will initiate an Employee Change Form indicating the effective date of the termination. The form will be forwarded to the Meritas Human Resources department, along with a copy of the employee's written notification.

Involuntary Termination

For involuntary terminations occurring as a result of disciplinary action, see Discipline policy. Non-disciplinary involuntary terminations or involuntary reassignments may occur due to organizational or technological changes within the Corporation. These involuntary terminations or reassignments will be based on the following factors in the order listed:

1. Employee performance,
2. Job skill, and
3. Experience. If all these factors are equal, then:
4. Length of service will be considered.

Employees who are affected by involuntary terminations or reassignments due to organizational or technological changes will be offered the opportunity to apply and be considered for open positions within the Corporation.

If an employee refuses an offer of a position, or if no position is available on the effective date of his/her non-disciplinary termination or reassignment, the employee will be terminated, following the above noted procedure, and placed on priority rehire status for a period of 90 days.

Job Abandonment

An employee absent from work for three (3) consecutive workdays without notifying his/her Practice Manager is considered to have abandoned his/her job and will be terminated. The Practice Manager should notify the employee of his/her termination by a letter sent certified mail. A copy of the letter should be retained in the personnel file. Because job abandonment is considered grounds for termination, the former employee is not entitled to unused paid time off.

Processing Terminations

The Practice Manager is responsible for the timely and accurate completion of paperwork related to the termination of an employee. Delays or errors in completing the process can have serious consequences in terms of expense and liability to Meritas and hardship to the former employee.

The Practice Manager should be immediately notified of any anticipated termination so staffing needs and transitional needs of the employee can be met. The Practice Manager is responsible for notifying the HR Manager regarding the last date of employment by completing an Employee Change Form. The employee must return keys, ID badges, parking access cards, uniforms (including but not limited to lab coats, reports, proprietary information, books, and other property of Meritas), whether or not management is aware that the property is in the possession of the employee. Continuation of applicable insurance coverage may be arranged under COBRA subject to legal requirements.

Final Pay

The final paycheck for hours worked is normally available on the next regular payday. Every effort will be made to provide employees who have been involuntarily terminated their final paycheck on the day of termination.

Exit Interview

An employee is entitled to an exit interview by Human Resources regardless of position within the organization or reason for termination.

Employment Records

The HR Department retains employment records. Employees are responsible for promptly notifying the Practice Manager of any changes in name, marital status, address, telephone number, emergency contact, withholdings, etc. The file is the property of Meritas and, as a confidential record, access is limited. An employee may review his/her file by appointment only and in the presence of the Practice Manager or a member of Human Resources. A terminated employee has no right to review his or her file.

Employment References

As a general rule, Meritas does not prepare an unsolicited letter of recommendation for a current or former employee. Employment verification occurs either by telephone or in writing and should be directed to the Meritas HR Department for completion. Additional information may be released with a written request from the employee when deemed appropriate in Meritas' discretion.

Rehired Employees

Former employees who have been involuntarily terminated through no fault of their own or voluntarily resigned in good standing may be rehired based on qualifications related to requirements of the current job opening. Employees terminated for cause are not eligible for rehire.

Unless otherwise noted, rehired employees will follow the same employment procedures; including verifications, pre-employment screens, and waiting periods as newly hired employees.

WORK ENVIRONMENT

Professional Image Guidelines

Our name, Meritas Health, represents our guiding principle of superior quality and commitment to service. We are committed to providing compassionate care by the best physicians and employees to the communities we serve. Every day, how we speak, act and present ourselves makes an impression on our patients, their families and the community. At Meritas Health, every employee plays an important role in making sure our patients, their families and visitors have a positive experience. A unified professional image conveys a message of high-quality care, credibility, confidence and respect to everyone who enters our practices. The following Professional Image Guidelines are effective August 5, 2019.

These Guidelines address, but are not limited to work attire and should be followed during all working time on Meritas/NKCH premises, and all places where we represent Meritas (e.g. meetings, seminars, etc.) including in-service and education time.

ID Badges

Meritas Health provides each employee with a picture identification badge. The ID badges are for the benefit of patients and visitors of the Meritas practice and provide a security measure to identify personnel within the Meritas practice. Employees should wear this identification on their upper right or left lapel with their picture facing outward while on duty at the Meritas practice.

Use of lanyards or any other type of apparatus around the neck for display of ID badges is not considered safe or acceptable.

Meritas Personal Hygiene Grooming for All Employees:

- Hair length and style should contribute to a professional appearance by being clean and neatly groomed. Hair color should naturally occur in humans. Long hair that is past the shoulders must be pulled away from face when with patients.
- Facial hair should be clean, neatly trimmed and at a length that may be covered completely by protective masks when required.
- Fragrances should not be worn in clinical areas and should be kept to a minimum in other areas due to allergic reactions.
- Makeup should be natural looking.
- Jewelry should be kept to a minimum, and may be deemed unsafe for certain positions. Body piercings/jewelry worn on the face, tongue, lips, eyebrow and nose may not be worn while at work. Earrings are limited to three (3) per ear and gauged ear(s) must be a flesh-color spacer.
- Hands and fingernails should be well groomed.
- Employees must adhere to the Meritas hand hygiene policy and infection control policies.
- Tattoos that are reasonably perceived by Meritas practice management as offensive or hostile, or diminish the effectiveness of the employee's professional healthcare image for our patients, must be covered or removed.
- Clothing and breath must not smell like smoke or other tobacco products.

Clothing

Clothing should fit properly and be clean and neatly pressed. Employees in some departments may have a required dress uniform, such as standardized scrubs; if so, the required uniform in accordance with Meritas/practice guidelines should be worn in place of the clothing listed below. All other provisions of these Guidelines will apply.

The following is considered acceptable work attire under Meritas Professional Image Guidelines:

- Business casual pants or slacks that are close to ankle-length or longer.
- Shirts with collars for men (shirttails must be tucked in for men); shirts, blouses, or sweaters that fully cover mid-section and do not show undergarments for women.
- Sweaters.
- Skirts and dresses close to knee-length or longer.
- Sport coats, blazers, suit jackets.
- Traditional business suits and ties.
- Only NKCH, Meritas Health or clothing brand logos (such as the Polo insignia) are permitted on shirts with collars; logos must be less than 2" x 4". Sweaters or vests with these logos worn over a collared shirt are also permitted. Logos of other organizations are not allowed.
- Unit-specific NKCH/Meritas logo jackets and vests that were purchased before policy changes effective August 5, 2019, are permitted. Otherwise, jackets or vests may not have artwork on the back and are allowed only when ordered from the online

NKCH/Meritas Employee Store. Department/practice names may be embroidered under the Meritas practice logo if desired.

- Appropriate business shoes or athletic shoes if necessary for job as approved by the practice manager. Dress sandals are acceptable for women (dress sandals are typically sandals with elevated heels, no straps between the toes, and sold alongside other business or dress shoes).

The following is considered unacceptable work attire under Meritas Professional Image Guidelines:

- Crop tops/bare midriffs (stomach and back should not show)
- Strapless tops, tank tops, tops with spaghetti straps, “cold-shoulder” shirts with cut-outs, low-cut tops that show cleavage, or any shirt that allows undergarments to show
- Sweatshirts, fleece or flannel, including zip-front styles or hoodies
- Miniskirts/short skirts not close to knee-length
- Clothing with other organizations’ logos
- T-shirts of any kind, color or design except on designated days as indicated in the “For a Cause Days” section below
- Shorts of any length
- Jean-style pants of any color or fabric except on a designated “For a Cause Day” as described below
- Blue denim skirts, dresses, or jackets
- Tight-fitting knit or Spandex/Lycra clothing, including leggings
- Sheer fabrics
- Sweats, yoga pants or workout clothes of any kind
- Capri pants/culottes pants or skorts with the appearance of a skirt
- Pants that drag the floor
- Loose, open, beach-type sandals of any heel height; flip-flops with Y-shaped straps that pass between the big toe and second toe.
- Other casual sandals typically worn with jeans, shorts, or other summer casual apparel
- Rubber or foam shoes of any type unless appropriate for the job and approved by the practice manager
- Hats and caps not required by the departmental dress code and/or job description

For a Cause Days

“For a Cause Days” are certain days identified and approved by Administration. The annual or monthly event calendar identifying the causes supported will be published in advance. Acceptable attire on a “For a Cause Day” is listed below.

- Unless otherwise stated on the event calendar, long- or short-sleeved t-shirts applicable to the cause that are or were purchased during approved NKCH/Meritas fundraisers may be worn only on designated “For a Cause Days.” “For a Cause” t-shirts purchased during a previous year’s fundraiser are also permitted, provided the t-shirt meets current NKCH/Meritas brand guidelines (typically identified by having only a small teal-blue NKCH or Meritas logo on the left front chest, and a design on the back).

- Employees may choose to wear jeans. Jeans worn on identified “For a Cause Days” must be clean and neat and fit appropriately. Inappropriate jeans are those that are faded, torn, frayed, revealing, have holes or are ill-fitting.

Kansas City Chiefs/Kansas City Royals/Sporting KC Days

To show support for the Chiefs/Royals/Sporting KC, employees may wear the relevant sports attire on designated days as shown on the event calendar.

- Employees are permitted to wear tasteful Chiefs, Royals, Sporting KC or NKCH clothing.
- Employees must still meet the dress code and look professional.
- No jeans of any color, shorts, sweat pants or sweatshirts are permitted.
- No jerseys are permitted.

The effectiveness of these guidelines relies on employees using their best judgment in matters of personal attire. If you are unsure about the appropriateness of a clothing item, consult with your immediate supervisor before wearing the item. A manager or supervisor may ask an inappropriately dressed employee to clock out to change clothing, and return to work appropriately dressed. These guidelines are meant to address the minimum guidelines for Meritas employees. Your practice manager or supervisor may determine additional guidelines based upon individual position requirements. Requests for accommodations for medical or religious reasons should be addressed to your supervisor or Meritas Human Resources. Questions regarding this policy should be addressed to your supervisor or Meritas Human Resources.

Tobacco Usage Policy/Tobacco Free Environment

The use of tobacco products and e-cigarettes is prohibited. Meritas provides a healthful environment for patients, visitors, and employees. Because the use of tobacco products is a health and fire hazard, and to comply with the Department of Health and Human Services recommendations, the use of tobacco is prohibited. Smoking is never permitted where flammable liquids, gases, or chemicals are stored or are in use. Smoking is defined as the act of smoking or the carrying of lighted cigarette, cigar, pipe, e-cigarette, or other smoking material. The sale of tobacco products on Meritas property is also prohibited.

Telephone and Mail Usage

Telephone and mail facilities are to be used only in conducting Meritas Health business.

Employees are asked to limit personal incoming and outgoing telephone calls to those that are absolutely necessary. Excessive personal telephone usage will result in progressive discipline.

Employees’ personal use of electronic communication devices including but not limited to, cell phones, iPad, tablets, etc., should be limited during normal work hours. These devices may be used during breaks and/or lunch.

Ring tones should be silence/off position or vibrate mode so as to not disrupt the workplace.

Employees are absolutely prohibited from using their personal cell phones or cameras to take photographs of patients. This applies to living patients and to deceased patients, and to body parts of living and deceased patients regardless of whether a specific patient can be identified in the photograph.

Policy does not allow the Human Resources Department to forward personal employee phone calls. Unless an employee does not have a direct number, calls received through the main practice number may not be forwarded. Employees should give their direct number when needed to be reached while at work. Cellular phone and two-way radios are permitted in the practice; however, if there is a concern regarding cellular telephones and two-way radio use and possible interference with certain medical equipment essential in patient care, Meritas Health retains the right to ask an employee, patient, visitor or member of the Medical Staff to turn off the equipment while in the facility.

Personal long distance calls may not be charged to the Corporation.

Interoffice mail is for conducting Practice business only. Employees may not use these systems for commercial or personal advertisements, solicitations, or promotions. Employees should not use the practice address to receive or send personal mail, nor should employees use company stationery for personal correspondence.

Visiting and Visitors

An employee should not have personal visitors during working hours. If there is an emergency situation or other reason to request an exception, the employee must receive permission from the Practice Manager. All visitors must be escorted and accompanied by employees at all times in all areas.

Package and Locker Inspection

Packages carried out of or into Meritas facilities by employees are subject to approval of and inspection by the Practice Manager. Employees cannot remove practice property from the premises without approval from the Practice Manager. Property includes, but is not limited to: equipment, supplies, records, reports, food items, building materials, and any item either placed in a trash container or designated to be disposed.

Samples of medication can only be dispensed with approval of a Physician or Nurse Practitioner.

If you have a locker, it may be inspected by authorized personnel at any time with prior authorization from the Meritas Network Executive or a designee.

EMPLOYEE BENEFITS

Meritas reserves the right to improve, alter, or delete voluntary benefits at any time. Reasonable notice will be given to employees through normal communication channels.

Paid Time Off

Paid Time Off or PTO and personal days will accrue each pay period for employees scheduled to work 16 hours or more per pay period. PTO hours can be used after the first 3 months of employment.

If you miss a scheduled shift, you are required to use your PTO hours. You cannot choose to take a day off without pay if you have a balance of PTO hours.

If the Practice Manager, due to a lack of work, sends you home, you may choose no pay in lieu of taking PTO hours.

If you resign or terminate your employment during the year, any accrued but unused PTO hours will be paid to you in a final check. If you abandon your job or fail to give the required notice of voluntary termination, you are not entitled to be paid for unused paid time off. If it is determined, upon your resignation, that you have used PTO hours that have not been accrued, the hours will be deducted from your final paycheck.

When an employee reaches an anniversary date in which the accrual rate increases, the higher accrual rate will take effect the next full pay period following the anniversary date. See the following chart for more detail. The maximum balance of PTO hours an employee can have is 360.

Scheduled Work Hours Per Pay Period	PTO Hours Accrued Per Pay Period			
	Up to 5 Years of Service	5-14 Years of Service	15-20 Years of Service	Over 20 Years of Service
80	4.62	6.15	7.69	9.23
72-79	4.16	5.54	6.92	8.31
64-71	3.70	4.92	6.15	7.38
56-63	3.23	4.31	5.38	6.46
48-55	2.77	3.69	4.61	5.54
40-47	2.31	3.08	3.85	4.62
32-39	1.85	2.46	3.08	3.69
24-31	1.39	1.85	2.31	2.77
16-23	0.92	1.23	1.54	1.85

PTO Share

PTO hours can be shared with another employee who has depleted their PTO balance as related to an approved Leave of Absence. This benefit option is voluntary and confidential. Employees may not solicit co-workers to share PTO hours. Repayment of shared hours is not allowed.

An employee can designate a specific number of hours to be taken from their balance and given to another employee by completing a PTO Share form. The form is available from your Practice Manager. Refer to the form for other details regarding the benefit. IRS regulations guide the terms and conditions of this benefit option.

Holiday Pay

Employees scheduled to work more than 64 hours per pay period are eligible for holiday pay as of their hire date. Eligible employees will receive 8 (eight) hours pay for each of the following six paid holidays (to a maximum of 48 hours) per year. Holiday hours are in addition to PTO hours.

The paid holidays recognized by Meritas are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

An employee must work their entire last scheduled shift before the holiday and their entire first scheduled shift after the holiday in order to be paid for the holiday, unless scheduled off in advance with proper approval.

Employees should contact their Practice Manager regarding the requirements for working holidays. In the event an employee is scheduled to work the actual holiday, they will receive time and one half for that time worked and 8 (eight) hours of holiday/PTO time will be added to the employees PTO balance for use at another time.

Employees who work at Express Clinics will be paid time and a half only, when working a holiday.

Employees who work at Gashland will be paid time and a half and 8 hours holiday pay.

Employees on FMLA or IFMLA are paid for holidays.

Bereavement Leave

In the event a death occurs in the immediate family, a full-time or part-time employee may take from one (1) to three (3) scheduled work days off between the day of death and the day following burial.

Bereavement pay will be for scheduled hours up to a limit of 8 hours each day not to exceed a total of 24 hours paid.

Immediate family includes spouse, partner in same household, children, stepchildren, grandchildren, parents, parents-in-law, grandparents, grandparents-in-law, stepparents, brothers, brother-in-law, sisters, sisters-in-law and stepsiblings of the employee.

The employee must notify his/her Practice Manager that a death in the immediate family has occurred and how long he/she will be absent from work. If the employee expects to be off work more than twenty-four (24) hours of work time, the employee may request to use PTO, subject to the approval of the Practice Manager.

Retirement - Deferred Compensation Plan

One of the most flexible and beneficial means of long-term savings is through the Nonqualified Deferred Compensation (457) Plan. This program allows employees to postpone receiving a portion of their salary until retirement. The amount contributed to the plan will be withheld from your gross salary on a pre-tax basis. Unlike common checking and savings accounts, this plan allows savings through long-term investment accounts.

Meritas Health will match 50% of the first 6% of your salary. You may defer up to the maximum as determined by the IRS limits. Taxes are deferred until you withdraw all or part of your contributions and interest. You can enroll in the 457 Plan at the time of employment. You will be eligible for the match through a 401(a) plan on the January 1st or July 1st following 6 months of service

Participation is voluntary. You can enroll at any time. Contact your Practice Manager for more information. This plan excludes PRN employees.

Health, Dental, Vision Insurance and Voluntary Long and Short Term Disability Coverage

To be eligible to enroll in Meritas benefit plans, an employee must meet the eligibility requirements and enroll within the first thirty (30) days of employment to receive coverage. An employee may also enroll or add a dependent within thirty (30) days of a lifestyle change, such as marriage, birth of a child, change to full-time status, or loss of a spouse's coverage. Other enrollment changes may only be made during the annual renewal period. Coverage for new enrollees is effective after thirty (30) days of employment on the first day of the following month

Employees may select individual, individual/spouse, individual/child, or family coverage. Detailed information regarding the eligibility requirements, benefits, including premiums, is available from Human Resources or your Practice Manager.

Life Insurance

Employees scheduled 64 hours per pay period are covered by Meritas' group life insurance plan. Coverage is effective the first day of the month following thirty (30) days of employment. Additional life insurance can be purchased through a supplemental policy. Details are available from your Practice Manager or Human Resources.

Credit Union

For your convenience, Credit Union services are provided for all employees. The Credit Union offers low-cost loans, insurance options, savings accounts and more. Contact your Practice manager for detailed information about the Credit Union.

Educational Assistance

The Educational Assistance Program provides financial assistance to employees pursuing academic interests. The program is designed to encourage professional development.

Employees scheduled 40 hours or more per pay period, who have completed 90 days of employment, may be eligible for Educational Assistance.

The amount for which you may be reimbursed depends on the hours you are scheduled to work per pay period. Refer to the detail on the back of the Educational Assistance Request form for reimbursement amounts.

Reimbursement may be applied toward charges for tuition, fees, and books.

Under certain conditions the educational assistance reimbursement may be considered as income which is exempted from taxation from the IRS. It is the responsibility of the participating employee to determine whether or not the educational assistance reimbursement must be treated as taxable income.

To apply for Educational Assistance, complete an Educational Assistance form, obtain appropriate signatures, attach the appropriate receipts and return the form to Human Resources.

Employee Assistance Plan

Meritas Health recognizes that a wide range of problems not directly associated with job responsibilities can affect an employee's work performance. When unsatisfactory job performance persists because of a personal problem, action should be taken. The employee should initiate contact with the NEW DIRECTIONS staff to discuss the problem. NEW DIRECTIONS is a confidential assessment, consultation and referral program designed to help employees and their families before problems reach crisis proportions.

An employee may be referred to NEW DIRECTIONS by his/her Practice Manager. Should an employee refuse to accept assistance and problems in job performance continue, administrative action may be taken. The NEW DIRECTIONS program is available for an employee's spouse and dependent children living at home. Employees who prefer not to use NEW DIRECTIONS for personal or professional reasons should contact the Vice President Human Resources or designee to make other arrangements for assistance.

Up to six visits per person with a NEW DIRECTIONS professional are free for the purpose of evaluation, assessment and consultation of a problem(s). Additional visits may be paid for by the employee or through group health insurance, depending on the type of service. Call 816-237-2352 to speak with a NEW DIRECTIONS representative.

Employee Discounts

Employees may receive discounts through North Kansas City Hospital's Human Resources Department on tickets to area amusement parks, theatres, and special events. Meritas employees must present their ID badge to be eligible to purchase discounted tickets.

Flexible Spending Accounts

Meritas has established a Flex Spending Plan that allows employees to set aside money from his/her paycheck on a pre-tax basis to pay for health care expenses and/or dependent care expenses which are not otherwise reimbursed under another plan. An employee may defer up to the maximum amount allowed by Federal limitations for unreimbursed medical expenses dependent care expenses.

In November of each year, employees who are scheduled at least 48 hours per pay period are eligible to enroll in the benefit plan. The plan calendar year begins January 1.

The plan offers a debit card and/or reimbursement by check. To be reimbursed by check the employee should obtain a Medical Care or Dependent Care Expense Claim Form from the Human Resource department and submit the form to the Claims Administrator. A

reimbursement check will be mailed directly to the employee's home address or direct deposited.

LEAVE OF ABSENCE

A regular full-time or part-time employee may be eligible for a Leave of Absence under the Family Medical Leave, Medical Leave, or Personal Leave policy.

- A Family Medical Leave of Absence may not exceed 12 weeks in a year. A year for this purpose is 12 months from the beginning of your leave (or 26 weeks in the event of a leave for an eligible service member who is recovering from a serious illness or injury sustained in the line of duty).
- A Medical or Personal Leave of Absence may not exceed 6 months (including any time used under the Family Medical Leave), unless required by law or under exceptional circumstances approved by the Network Executive and/or Vice President, Human Resources, North Kansas City Hospital.

Family Medical Leave (FMLA)

This policy allows an eligible employee to take a reasonable leave of absence for their own serious health condition or for the care of a spouse, son, daughter, or parent who has a serious health condition; or for the birth or adoption of a child; or for the placement of a foster child.

Effective 1/28/2008 the FMLA was amended to include the following new leave entitlements, and the U.S. Dept. of Labor issued new FMLA regulations effective 1/16/2009 which clarified the scope of these new leave entitlements and made other changes in FMLA requirements and procedures. The two new types of FMLA leave that are available are as follows:

(1) An eligible employee may be entitled to leave because of any qualifying exigency (as defined by the Secretary of Labor's regulations) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave, except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period. Employees requesting this type of FMLA leave must provide proof of the qualifying family member's call-up or active military service before leave is granted.

(2) An eligible employee who is the spouse, son, daughter, or parent or next of kin of a covered service member (Armed Forces including National Guard or Reserves) who is injured or recovering from an injury suffered while on active military duty and who is unable to perform the duties of the service member's office, grade, rank or rating or veterans who are undergoing medical treatment, recuperation or therapy for serious injury or illness that occurred any time during the five years preceding the date of treatment. An employee is also eligible for this type of leave when the service member is

undergoing medical treatment, recuperation or therapy; or is in outpatient status; or is on the temporary disability retired list. This is the only type of FMLA leave that may extend an employee's leave entitlement beyond 12 weeks to 26 weeks. Other types of FMLA leave are included with this type of leave totaling the 26 weeks.

A serious health condition for purposes of an FMLA leave means, subject to legal requirements, an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

If you return to work with no restrictions, within the specified time period of 12 weeks, you will be placed in the same or equivalent position with equal pay, benefits, and other terms and conditions of employment. You will immediately resume eligibility for benefits. If your position is eliminated during your Family Medical Leave of Absence, any right to reinstatement will be in conformity with legal requirements and to whatever position, if any, that you would have been assigned to had you not been on a leave of absence when the position was eliminated.

If you are released with permanent or other restrictions, your situation will be analyzed in compliance with the Americans with Disabilities Act and in light of the essential functions of your position, and Meritas Health will attempt to place you in an appropriate position or make such other accommodation as may be required by law. If no position is available, and no other accommodation is legally required, if you are scheduled to work 64 hours or more a pay period, you can either be terminated and placed on priority rehire for a period of 90 days or be put on a Personal Leave of Absence up to a total of 6 months from the beginning of your original leave. If you are scheduled less than 64 hours per pay period and no position is available, and no other accommodation is legally required, your employment will be terminated and you will be considered a "priority rehire" for a period of 90 days. Being placed on priority rehire will enable you to be referred to managers who may have appropriate positions for which you are qualified. A manager must first consider priority listed former employees for rehire. If you refuse an offer of employment, you will be removed from the priority rehire list.

Medical Leave

This policy allows an employee who is not eligible for a leave under the Family Medical Leave Act to take a reasonable leave of absence for personal illness or disability or to extend a Family Medical Leave period due to continued personal illness or disability. If an employee is unable to return to work within the 12 week period allowed by the Family Medical Leave Act, the employee may request to be placed on a Medical Leave of Absence. A Medical Leave of Absence lasts only as long as a physician certifies that you are medically unable to work and, unless required by law, cannot exceed 6 months. An employee's job may not be protected if the leave extends beyond the 12 weeks allowed by the Family Medical Leave.

If on a Medical Leave, prior to returning to work, you must furnish Meritas Health Human Resources a statement from your attending physician certifying you are able to return to work. If you are released with permanent restrictions, your situation will be analyzed in compliance with

the Americans with Disabilities Act and in light of the essential functions of your position and Meritas will attempt to place you in an appropriate position. If no position is available, and no other accommodation is legally required and if you are scheduled 64 hours or more per pay period you can either go on a Personal Leave of Absence for up to 6 months from when your original leave began or your employment will be terminated and you will be considered a "priority rehire" for a period of 90 days. If you are scheduled less than 64 hour per pay period, your employment will be terminated and you will be considered a "priority rehire" for a period of 90 days. Being placed on priority rehire will enable you to be referred to managers who may have appropriate positions for which you are qualified. A manager must first consider priority listed former employees for rehire. If you refuse an offer of employment, you will be removed from the priority rehire list.

Personal Leave

This policy allows full-time and part-time employees to take reasonable time off to handle family or emergency situations of a personal nature, or to extend a leave period beyond the 12 weeks allowed by the Family Medical Leave Act, to care for an ill spouse, parent, or child. If an employee is unable to return to work within the 12 week period allowed by the Family Medical Leave Act, the employee may request to be placed on a Personal Leave of Absence. An employee's job may not be protected if the leave extends beyond 12 weeks allowed by the Family Medical Leave. Upon return to work Meritas Human Resources will determine if a comparable position is available. If no comparable position is available, the employee will be terminated and placed on priority rehire for 90 days.

The provisions of this policy shall not supersede any Federal, state or local law that provides greater employee leave benefits and rights than are offered in this policy.

Eligibility for Leave

An employee who applies for and is granted a Family Medical, Medical, or Personal Leave of Absence is required to meet notification and documentation requirements, consistent with legal requirements, as outlined further in this policy. Failure to meet the requirements may result in the denial or revocation of a Leave of Absence.

Family Medical Leave: An employee who has been employed by Meritas Health for at least 12 months and has worked at least 1250 hours within the past 12 months is eligible for a Family Medical Leave of Absence. An employee not meeting these requirements should refer to the Medical Leave of Absence policy.

Medical Leave: All full-time or part-time employees are eligible for a Medical Leave of Absence.

Personal Leave: All full-time and part-time employees are eligible to apply for a Personal Leave of Absence.

Requirements for Leave

Family Medical Leave: An employee may apply for a Family Medical Leave of up to 12 weeks in 12 months under federal law under the following situations:

- Inability of the employee to perform the functions of the position due to a serious health condition.

- Birth and care of a newborn child of the employee, or placement of a child into the employee's family for adoption or by a foster care arrangement.
- Care of the employee's spouse, son or daughter or parent who has a serious health condition.
- Spouse includes present husband or wife. Parent includes biological parents, step-parents, and persons who stood in the place as a parent when the employee was a child. It does not include in-laws or grandparents. Child includes stepchildren, foster children, adopted children, and legal ward as well as biological children and a dependent of a person standing in place as a parent. Children must be under the age of 18 or incapable of self-care due to a physical or mental disability.
- Because of any qualifying exigency (as defined by the Secretary of Labor's by regulations) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty). Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
- To care for an injured or ill service member. This leave may extend to up to 26 weeks in a 12-month period for an employee who is the spouse, son, daughter, parent or next-of-kin of a current member of the armed forces (including the regular armed forces) who is injured or recovering from an injury suffered while on active military duty and who is unable to perform the duties of the service member's office, grade, rank or rating, or veterans who are undergoing medical treatment, recuperation or therapy for serious injury or illness that occurred any time during the five years preceding the date of treatment. An employee is also eligible for this type of leave when the service member is undergoing medical treatment, recuperation or therapy; or is in outpatient status; or is on the temporary disability retired list. This is the only type of FMLA leave that may extend an employee's leave entitlement beyond 12 weeks to 26 weeks. Other types of FMLA leave are included with this type of leave totaling the 26 weeks.

In a leave due to personal or family illness, the employee must provide certification from the attending physician with the request for leave. The employee may also be requested to obtain a second medical opinion from a physician selected by Meritas at Meritas' expense. In the event this second opinion differs from the first, Meritas will pay for a third opinion. The third physician must be approved by both the employee and Meritas. This opinion will be binding on both the employee and Meritas.

A Family Medical Leave is not available to cover short term conditions (where the period of incapacity is not more than 3 consecutive calendar days). The serious health condition must be an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two timely visits to a health care provider or one timely visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other permanent or long term conditions may also be covered by FMLA leave, such as Alzheimer's, a severe stroke, or the terminal stages of a disease.

Application for Leave

To request a leave of absence, or an extension of a leave, the employee must complete the Leave of Absence application available from Meritas Human Resources or the Practice Manager and return it to your Practice Manager. Normally, Meritas will supply the employee with a response in the form of a Notice of Eligibility and Rights and Responsibilities within five business days.

Advance Notice for Leave

The employee must provide at least 30 days advance notice of the leave whenever possible or provide notice as soon as practical if leave starts in less than thirty (30) days or if the need for leave is not foreseeable. The employee must also comply with Meritas' usual and customary notice and procedural requirements for requesting leave. If you are not able to notify Meritas of the need for leave personally because of illness, you should ask someone else to call on your behalf, and unless impossible because of medical emergency, you should give at least a minimum of 1 hours' notice before the start of your shift for unforeseeable leave if more advanced notice is not practical.

If the required medical care can be scheduled at a future date without any medical consequence, Meritas may request that the employee schedule the leave at a time that would be least disruptive to the practice.

Length of Leave

A leave of absence, Family Medical, Medical and/or Personal, or combination thereof, cannot exceed the maximum length of six months, unless required by law. If you feel you need a longer leave to accommodate medical restrictions, please contact Meritas Human Resources or the Benefits Department at North Kansas City Hospital.

Family Medical Leave: Leave may be up to 12 weeks in a 12-month period under Federal Law. If both the employee and spouse work for Meritas, the combined leave for parental care for the birth, adoption, or placement of a child cannot be more than 12 weeks between them in the 12 month period. A 12 month period will be defined as 12 months from the beginning of the leave period. If the leave is to care for a service member or veteran recovering from a serious illness or injury sustained in the line of duty then the leave may be up to combined total of 26 weeks during a single 12-month period. If both the employee and the spouse work for Meritas and each wish to take leave to care for a covered injured or ill service member or veteran, the employee and spouse may only take a combined total of 26 weeks of leave in a 12 month period.

A leave for a newborn, a newly adopted child, or newly placed foster child must be taken within one year of the child's birth or placement into the home.

A leave due to the employee's illness or to care for ill family members may be taken on an intermittent basis or part-time schedule. Consistent with legal requirements, it may be necessary for the employee to transfer to another position where such a schedule could be better accommodated. This temporary transfer will not affect the employee's pay and benefits.

Medical and Personal Leave

A Medical Leave of Absence lasts only as long as a physician certifies that you are medically

unable to work and unless otherwise required by law, cannot exceed 6 months.

The maximum length of a Personal Leave of Absence is 6 months including any time that may have been taken under a Family Medical or Medical Leave of Absence.

Pay While On Leave

All types of leave, Family Medical, Medical and Personal require that an employee use accrued but unused PTO hours for pay. If an employee exhausts the accrued PTO time before the leave is over, the rest of the leave will be unpaid and PTO accrual stops until the employee returns to work. If the employee is on Intermittent FMLA, PTO will continue to accrue.

Employee Benefits While On Leave

Family Medical Leave: During the leave your health, dental and or vision coverage will be continued, and the time on leave will count as time worked for purposes of future eligibility for benefits based on length of service. You will be responsible for paying the same contribution you pay as an active employee. The premium will continue to be deducted from your paycheck as long as you are receiving pay for benefit hours (PTO). If you are receiving no pay, you will be billed for the premiums.

Please Note: Failure To Pay The Premium By The Due Date Specified On Your Bill Will Result In Cancellation Of Coverage. You Will Not Be Allowed To Enroll Again Until The Annual Enrollment Period With Coverage Beginning January 1.

Health, dental and/or vision coverage will cease on the first of the month following the expiration date of your Family Medical leave, if you have not returned to work or have not been granted an extension provided your premiums are paid up to date. If you are unable to return to work after the 12 week period due to personal illness or medical restrictions, your health and dental care coverage may be extended for a period not to exceed a total of six calendar months of continuous leave. (See "Extension of Leave") If you elect not to return from leave or do not return by the expiration date of your leave, you may be required to repay Meritas the cost of your health and/or dental care coverage during your leave. However, if you are unable to return due to a continuation, recurrence, or start of a serious illness of your own or one of your eligible dependents, or other circumstances beyond your control, you may not be required to repay Meritas.

If your approved leave extends beyond six months or you have been denied an extension of leave beyond the maximum allowed under the Family Medical Leave Act, you will be eligible for a temporary extension of health and dental coverage under the Federal law entitled COBRA. This coverage is identical to that provided under the employee's current health and dental care plans. The charge for the coverage is 102% of the cost for participants as determined on a reasonable actuarial basis.

If your leave is due to the **birth of a child, or placement of an adopted or foster child**, please note that **you must enroll your child no later than 30 days from the date of birth or placement in the home**, in order for the child to be covered under the plan. Failure to follow this procedure means that you must wait for an enrollment period (every December with coverage beginning January 1st) to enroll your child. An Enrollment Form is included in the Leave of Absence packet. Please contact Meritas Human Resources if you have any questions

or need an enrollment form.

Medical Leave: During the leave the employee's coverage can be continued for six months. The employee will be responsible for paying the same contribution required of an active employee. The premiums can be deducted from the employee's PTO pay checks, or the employee can be billed for the charges. After the six months have expired, the employee's coverage will cease, and the employee will be offered COBRA for continuation of benefits. See previous information regarding timely payment of premiums.

Personal Leave: During your personal leave of absence your coverage can be continued until the end of the month in which your personal leave began plus one additional month. You will be responsible for paying the same contribution you pay as an active employee. After the coverage expires you will be offered coverage continuation under the federal law entitled COBRA. This continuation coverage is identical to that provided under the health/dental care plan. The charge for this coverage is 102% of the cost for participants as determined on a reasonable actuarial basis. If your coverage ceases because you fail to pay the required contribution no continuation will be offered.

If your leave is due to placement of an adopted or foster child, please note that you must enroll your child no later than 30 days from the date of birth or placement in the home in order for the child to be covered under the Medical plan. Failure to follow this procedure means that you must wait for an enrollment period (every December with coverage beginning January 1st) to enroll your child. Please contact Meritas Human Resources if you have any questions or need an enrollment form.

Extension of Leave

Family Medical Leave: In the event the employee is on Family Medical Leave and the employee is unable to return by the expiration date of the leave, the employee may request an extension. The request must be made on a Leave of Absence Application and must be accompanied by certification of the attending physician. The employee's request should be submitted as soon as it is known that the leave needs to be extended and at least two business days before the leave expires.

Approved extensions will fall under the terms of the medical or personal leave policies, separate from the Family Medical Leave policy.

Medical And Personal Leave: The maximum amount of time under the medical and/or personal leave policy is six months (including time used under the Family Medical Leave) unless a longer time is required by law. No extension of leave will be granted for any time beyond this maximum.

Certification during the Leave

Family Medical Leave: As stated in the FMLA, the appropriate certification must be provided within 15 days from the date you receive the Notice of Eligibility and Rights & Responsibilities or your leave may be delayed/denied and the absence counted towards your attendance. You are also required, as a condition of employment, to report to your supervisor at least every 30 days on your status and your intent to return to work. During a leave for a serious health condition

Meritas reserves the right, consistent with legal requirements, to request a current physician's certification, which you should provide within at least 15 days of the request.

Any certification shall include the information that Meritas is allowed to request under applicable FMLA regulations.

Medical Leave: Medical certification must be provided within 15 days from the date of your leave application or your leave may be delayed/denied and the absence counted towards your attendance. You are also required, as a condition of employment, to report to your supervisor at least every 30 days on your status and your intent to return to work. During a leave for a serious health condition Meritas reserves the right to request a current physician's certification as often as allowed by law, which you should provide within at least 15 days of the request.

Certification shall include:

- a) The date on which the serious health condition began;
- b) The probable duration of the condition; and
- c) The appropriate medical facts within the knowledge of the health care provider regarding the condition.

Personal Leave: During a leave for a serious health condition for a family member Meritas reserves the right to request an updated physician's certification which you should provide within 15 days of the request.

Notice of Return from Leave

The employee must indicate the duration of the leave at the time of the leave request. If the employee or an ill family member recovers earlier than anticipated, the employee will be expected to return as soon as he/she can provide written release from the health care provider.

On all leaves the employee must return to work the first business day after he/she is released by the physician to return to full duty, or on the first business day following the expiration date of the leave. If the employee does not return on that date or does not request an extension, the employee may be considered to have abandoned the employee's job, and employment may be terminated.

Return from Leave

Family Medical Leave: If you return to work with no restrictions, within the specified time period of 12 weeks, you will be placed in the same or equivalent position with equal pay, benefits, and other terms and conditions of employment. You will immediately resume eligibility for benefits. If your position is eliminated during your Family Medical Leave of Absence, any right to reinstatement will be in conformity with legal requirements and to whatever position, if any, that you would have been assigned to had you not been on a leave of absence when the position was eliminated.

If you are released with permanent restrictions, your situation will be analyzed in compliance with the Americans with Disabilities Act and in light of the essential functions of your position, and Meritas will attempt to place you in an appropriate position or make such other accommodation as may be required by law. If no position is available, and no other

accommodation is legally required and if you are scheduled 64 hours or more a pay period, you can either go on a Personal leave of absence not to exceed 6 months from your original leave began or your employment will be terminated and you will be considered a "priority rehire" for a period of 90 days. If you are scheduled less than 64 hour per pay period, your employment will be terminated and you will be considered a "priority rehire" for a period of 90 days. Being placed on priority rehire will enable you to be referred to managers who may have appropriate positions for which you are qualified. A manager must first consider priority listed former employees for rehire. If you refuse an offer of employment, you will be removed from the priority rehire list.

An employee who elects not to return from leave, or does not return by the expiration date of the leave, may be required to reimburse Meritas for the cost of the health care coverage during the leave. However, if the employee is unable to return to work due to a continuation, recurrence, or start of a serious illness of an eligible dependent or other circumstance beyond the employee's control, Meritas may waive the premium collection.

Fitness to Return to Duty from Medical and Personal Leave

If on a Medical Leave, prior to returning to work, you must furnish your Practice Manager a statement from your attending physician certifying you are able to return to work. If you are released with permanent restrictions, your situation will be analyzed in compliance with the Americans with Disabilities Act and in light of the essential functions of your position and Meritas will attempt to place you in an appropriate position. If no position is available, and no other accommodation is legally required, if you are 64 hour or more per pay period you can choose to be placed on Personal Leave up to 6 months from the time of your original leave started or your employment will be terminated and you will be considered a "priority rehire" for a period of 90 days. Being placed on priority rehire will enable you to be referred to managers who may have appropriate positions for which you are qualified. A manager must first consider priority listed former employees for rehire. If you refuse an offer of employment, you will be removed from the priority rehire list.

Confirmation of Leave

The employee will be given a written statement of the provisions of the leave at the time the request for leave is approved.

Denial of Leave

Family Medical Leave: Under the following circumstances and any other circumstances allowed by law, Meritas can deny a Family Medical Leave:

- If the leave is for the care of a newborn, adoption, or placement of a foster child and the other parent is employed by the same employer, and the child's other parent is also taking family leave from employment, the total leave taken by both parents cannot exceed the 12 weeks in a 12 month period. If the leave is to care for an injured or ill service member or veteran and both the employee and the spouse work for Meritas and each wish to take leave to care for a covered injured or ill service member or veteran, the employee and spouse may only take a combined total of 26 weeks of leave in a 12 month period.
- If on the date the request is made, the employee is either one of the five highest paid employees or is among the top ten percent of employees in terms of gross salary and if

restoration of the employee to employment would cause substantial and grievous economic injury to the operations of Meritas Health, Meritas may deny reinstatement consistent with applicable legal requirements.

- If the employee has worked at Meritas less than one year.
- If the employee has worked less than 1250 hours in the 12 months prior to they beginning of the leave.

This FMLA Policy shall be interpreted consistent with applicable law and regulations. The FMLA and the FMLA regulations issued by the U.S. Department of Labor contain many limitations and qualifications that are not stated in this policy. Meritas reserves the right to apply the terms of the FMLA and the FMLA regulations to any individual circumstances. See Employee Rights and Responsibilities under the Family and Medical Leave Act (WHD Publication 1420 Revised January 2009) which is included in the Leave of Absence packet.

Medical Leave: Under the following circumstances and any other circumstances allowed by law, Meritas can deny a Medical Leave of Absence:

- If the employee fails to provide proper medical certification and other necessary information regarding the leave, as requested by Meritas.
- If on the date the request is made, the employee is either one of the five highest paid employees or is among the top ten percent of employees in terms of gross salary and if the employee's leave would cause undue hardship to the operation of Meritas, or Meritas may deny restoration if restoration of the employee to employment would cause substantial and grievous economic injury to the operations of the corporation.

Personal Leave: Meritas reserves the right to deny a Personal Leave of Absence if it is determined that the leave is not in the best interest of the corporation.

LEAVE OF ABSENCE - MILITARY

A regular full-time or part-time employee may be granted a Leave of Absence for military duty in the United States Uniformed Services. This policy reflects the provisions set forth in the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and any subsequent amendments. Contact Human Resources for a copy of the Act.

Procedure

1. Requests for a Military Leave of Absence should be submitted to the Practice Manager upon receipt of military orders. Management must then submit an application for Leave of Absence and a copy of the orders to Meritas Health Human Resources.
2. An active employee entering active duty training for three weeks (15 days) or less will receive Military Duty Differential Pay. Meritas Health will pay the difference between the pay received from the Military and the normal pay (based on scheduled hours) received from Meritas.

3. Employees going on Military Leave will be treated the same as employees on other types of leave and will have the health, dental and vision insurance, at the employee premium, for up to 6 months from the start of the leave. Human Resources will bill the employee for the premiums. Non-payment of premiums will result in a cancellation of coverage. After the six-month period, if the employee has not returned to work, the coverage will be cancelled and the employee on leave will be offered to continue the coverage under COBRA. A COBRA notification will be sent to the employee's home address on file. As stated in the Act, coverage will be immediately reinstated upon their return to work. No waiting periods or exclusions will apply.
4. Paid Time Off and Short-term Disability will accrue only if the employee is in a pay status. The employee on military leave can choose to take the leave without pay and keep a balance of PTO hours.
5. Life insurance for full time employees not actively at work is suspended as of the last day at work. Employees with voluntary life insurance should consult their life insurance certificate.
6. Meritas Health will reemploy former employees who have left to perform up to five years military training or service. The reemployment obligation does not apply to employees who left "brief" or "non-recurrent" positions. The individual must show evidence of satisfactory completion of active duty by submitting certification of honorable discharge. Application for reemployment under USERRA is based on length of military training or service. Refer to the copy of the Act for details regarding length of service and reemployment provisions.
7. A former employee will be re-employed in the same or comparable position provided he/she is qualified to perform the duties of the job. Upon timely reinstatement, the employee will receive credit in the Retirement Plan for the time spent in military training or service.

SAFETY

Each employee is expected to assume an active role in safety, maintain safe working habits, and report defective equipment or unsafe working conditions. Attendance at safety in-services is required. An employee who violates safety rules or regulations, fails to respond in an emergency situation or drill, or incurs a poor safety record is subject to progressive counseling.

Meritas Health maintains a separate Safety Policy and Procedure Manual which is site specific for each practice. Contact your Manager for the location of the manual.

First Aid

First aid treatment is available to an employee on duty. First aid means only necessary and immediate treatment is administered. Should x-rays, EKG, other tests, or treatment be needed in conjunction with immediate treatment, the employee should use his/her own physician or the emergency department. Any charges for the above services not covered by the employee's health insurance will be responsibility of the employee. The employee will be referred to his/her primary care physician for all other medical conditions.

Accident or Injury

An employee accident is an unexpected happening, not consistent with the routine operation of the practice or care of patients, resulting or possibly resulting in injury or illness of the employee. This includes occupational exposure to infectious diseases.

If an injury is such that the employee is unable to move, may lose consciousness, or is bleeding profusely, the Practice Manager will alert 911 and the employee will be accompanied directly to the emergency department. For other non-emergency injuries, the employee will be referred to the workers' compensation representative, and/or Meritas Health Occupational Medicine for instructions.

Reporting Accidents

The employee is to complete a 1st Report of Injury Form from the State of Missouri, immediately following the accident (or as soon as possible if medically unable to do so at the time) regardless of how minor the accident may have been. The Practice Manager should then complete the management section of the form and forward a copy to the Risk Management Department and the Network Executive. The Practice Manager is responsible for initial action, reporting, investigation, and follow-up. If the employee refuses medical treatment, it should be documented on the form.

Fitness for Duty

If an employee returns to work with physical restrictions, physician documentation of the restrictions must be provided to the Practice Manager and the Human Resources department. Fitness for duty will be determined by management after reviewing the employee's job description and ability to perform those duties. Management's ability to offer work accommodations that would assist the employee during this restricted period will be determined at that time.

Employee Health/Immunization Requirements

As indicated in the Meritas Health Employee Health/Immunization Requirements Policy, employees will be required to have the necessary testing and/or vaccinations for employee health and patient safety.

Employees with Blood Borne Communicable Diseases

Meritas is committed to maintaining a safe and healthy environment for all employees and patients. This commitment stands on the recognition that blood borne diseases, such as human immunodeficiency virus (HIV), hepatitis B virus (HBV) and hepatitis C virus (HCV) are not transmitted through casual contact and are unlikely to be transmitted to patients from infected health care workers who exercise universal precautions and who do not perform exposure-prone invasive procedures.

Meritas will treat employees with HIV, HBV or HCV the same as we treat employees with other illnesses in terms of all of our employee policies and benefits, including health and life insurance, disability benefits and leaves of absence. In accordance with the law, Meritas will provide reasonable accommodations for employees with disabilities who are qualified to perform the essential function of their positions and who request an accommodation.

All Meritas employees shall adhere to universal precautions, including the appropriate use of hand-washing, protective barriers, and care in the use and disposal of needles and other sharp instruments. Employees who have exudative lesions or weeping dermatitis shall refrain from all direct patient care and from handling patient-care equipment and devices used in performing invasive procedures until the condition resolves. Employees shall also comply with current guidelines for disinfection and sterilization of reusable devices used in invasive procedures.

Meritas recommends that employees who perform exposure-prone invasive procedures be aware of their HIV, HBV and HCV status. An exposure-prone invasive procedure includes digital palpation of a needle tip in a body cavity or the simultaneous presence of a health care worker's fingers and a needle or other sharp instrument or object in a poorly visualized or highly confined anatomic space. Employees who are infected with HIV, HBV or HCV should not perform exposure-prone invasive procedures unless they have sought counsel from an expert review panel and have been advised under what circumstances, if any, they may continue to perform these procedures. The expert review panel shall include experts who represent a balanced perspective. Such experts might include all of the following: the employee's personal physician, an infectious disease specialist with expertise in the epidemiology of HIV, HBV and HCV transmission, a health professional with expertise in the procedures performed by the employee and state or local public health officials.

Information about an employee's medical condition is private and will be treated in a confidential manner. In most cases, only those individuals directly involved in providing a reasonable accommodation or arranging benefits will need to know about an employee's condition.

Hazardous Materials

Each Practice will maintain a copy of all MSDS and have them accessible to employees at all times. Employees may obtain a MSDS in an emergency situation by calling 888-362-7416. When requesting an MSDS, dial 888-362-7416 and be prepared to give the following information: Product Name, Manufacturer Name, Product Number, UPC Code (if available). Tell the company the fax number that you would like to have the MSDS sent.

Safety and Emergency Operations Plans

Plans have been created to direct and coordinate the response of employees in the event of disaster, tornado warning, bomb threats and other emergency situations. Each employee is expected to be familiar with these plans and is expected to carry out the activities outlined in the plan when notified of a situation requiring a response. Each employee with specific duty assignments should respond accordingly. An employee who does not have specific assignments may be called to fulfill a role as determined by the Practice Manager.

Fire and Disaster Drill Training

Meritas, in cooperation with the fire department and other agencies, may hold instructional classes and conduct emergency training. Each employee is required to participate as directed by his/her Practice Manager. Internal and external disaster drills occur periodically, and participation is mandatory.

Acknowledgment of Receipt of Meritas Health Policies and Procedures

- I have received a copy of the Meritas Health Policies and Procedures.
- I understand it is my responsibility to read and comply with all policies, including any that may be added in the future.
- As a condition of my employment I agree to conform to the rules and regulations of Meritas Health contained in this handbook.
- I understand that I am waiving any privacy rights that I might have in anything that I create, store, send, or receive on any computer that I use at Meritas, including any internet communications made while at Meritas, and I consent to Meritas' being able to monitor my voice mail, e-mail and any sites I visit on the internet at work, and to Meritas monitoring chat groups and news groups I participate in at Meritas and material downloaded and uploaded at work and consent to Meritas' review and disclosure of such information, files, and data and also consent to Meritas being able to search any desks, lockers, and file cabinets and electronic files that I use at work and any personal property that I bring to work.
- I understand that it is my responsibility to abide by all of the Meritas policies on Equal Employment Opportunity, discrimination and harassment and that it is my duty to report any discrimination, harassment or retaliation that I experience or observe to the Network Executive at 816-691-2024 or to the Vice President or Sr. Director of Human Resources at North Kansas City Hospital.
- I understand that the contents of these policies are presented as a matter of information only and that they may be modified revoked, suspended, terminated or changed at any time with or without notice.
- I understand that this is not intended to create a contract of employment between me and Meritas Health.
- I understand that the purpose of these policies is to offer information that may be useful to me while I am employed.
- I am an employee at will of Meritas, as explained in these policies.
- I understand that no statement or representation by a supervisor or other manager, whether oral or written, can supplement or modify these policies.
- I understand that any delay or failure by the Corporation to enforce any work policy or rule will not constitute a waiver of the Corporation's right to do so in the future.
- I understand that Meritas and all plan administrators shall have the maximum discretion permitted by law to interpret, administer, change, modify or delete the rules, policies, and benefits at any time with or without notice.
- I understand that any questions about these policies should be directed to my Practice Manager.

Employee Signature

Date

Printed Employee Name

Practice Name

Updated 7/2019