


Montefiore Einstein

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Transfers and Promotions
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-8
	PAGES: 1 of 5
	DATE ISSUED: 09/01/64
	DATE REVIEWED/REVISED: 11/07/23


GENERAL POLICY:

1. Effort will be made to place associates in jobs that will use their abilities most effectively. Associates may voluntarily apply for transfer or promotion.
2. The HR Recruitment and Staffing department will post all vacancies online in the Careers section of the Talent Management system to ensure that associates have the opportunity to apply for a transfer/promotion. A transfer/promotion request must be initiated electronically via the Talent Management system by the associate in order to be considered. Guidelines pursuant to the collective bargaining agreements, if any, will be followed.
3. A department shall release an associate no later than one (1) month following notification by Recruitment & Staffing that the associate has been accepted for transfer or promotion. This time can be extended based on operational needs of the department.
4. When an associate is temporarily promoted, they will be eligible for compensation commensurate with that assignment for the period of time in that position based on recommendations from the Compensation Department and in accordance with the various collective bargaining agreements.
5. An associate who has received a written warning is not eligible for a transfer/promotion prior to six (6) months from date of issuance. An associate who has been suspended is not eligible for a transfer/promotion prior to one (1) year from date of suspension. Attendance and punctuality will be considered as per Human Resources Policy III-14 except for associates who are covered under Family Medical Leave Act (FMLA), New York Paid Family Leave (NY PFL), New York State's Paid Safe and Sick Leave law ("NYPSSL"), Earned Safe and Sick Time Act ("ESSTA"), Westchester County's Safe Time Leave Law ("WSL"), and/or Temporary Schedule Change Law.
6. The transfer/promotion of an associate will not be permitted where the position is subordinate to a relative, whether supervision is immediate or remote. Relatives include spouse, parent, grandparent, sibling, child, aunt, uncle and similarly close relationship occasioned by blood, marriage or resident in an associate's household.

PROMOTIONS:

Definition – Movement to a higher graded position or as defined by the collective bargaining agreement.

Montefiore Einstein

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Transfers and Promotions
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-8
	PAGES: 2 of 5
	DATE ISSUED: 09/01/64
	DATE REVIEWED/REVISED: 11/07/23

TRANSFERS:

Definition – A transfer is a job change that is not a promotion. There are two steps:

- Lateral Transfer: A transfer from one department to another that occurs within the same classification or pay grade.
- Demotion: A transfer to a lower graded position.


ELIGIBILITY FOR TRANSFER AND PROMOTIONS:

Lateral Transfer- Associates are eligible to apply for a transfer after completion of one (1) year of service in their present position, with the exception of item 5 above and exceptions listed in chart below. Part-time associates are eligible after completion of six (6) months of service in their present position. Part-time associates who have completed their probationary period can move to full-time vacancies within their department provided such movement will not unreasonably reduce the operational efficiency of that department.

Promotion – Associates are eligible to apply for promotion based on chart below.

Union	Lateral Transfer Rule	Promotion Rule
Local 1199	After 1 year in current role	After successful completion of probation
NYSNA	After successful completion of probation	After successful completion of probation
1199 RN (Wakefield)	After 6 months	After successful completion of probation
SSOBA	After 1 year in current role	After successful completion of probation
PTCNC	Part Time are eligible after successful completion of probation. Full Time are eligible after 1 year	After successful completion of probation
Local 30	After 1 year in current role	After successful completion of probation
Weiler PT	After 1 year in current role	After successful completion of probation
Non-Union	After 1 year in current role	After 1 year in current role
Management	After 1 year in current role	After 1 year in current role

Montefiore Einstein

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Transfers and Promotions
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-8
	PAGES: 3 of 5
	DATE ISSUED: 09/01/64
	DATE REVIEWED/REVISED: 11/07/23

Under unusual circumstances, exceptions may be made with the concurrence of all parties concerned.

Temporary associates must complete their temporary assignment before they can be eligible for other positions. Upon completion of the assignment, except as provided for under a collective bargaining agreement, they can:

1. Be made regular in their present position if replacing an associate on a leave-of-absence who does not return.
2. Move to any vacancy in their own department for which they are qualified.
3. Bump the least senior associate hired after the temporary associate in the same classification in the same department. (If a vacancy becomes available in the temporary associate's classification and department, the temporary associate can move into the regular position and another temporary associate can then be hired).
4. Be rehired in any vacancy in another department for which they are qualified.

PROCEDURE:

1. Associate's request: Associates who meet the previously stated eligibility guidelines may complete a transfer/promotion request online via the Careers link of the Talent Management system. All requests for transfer/promotion will be managed by the HR Recruitment & Staffing department.
2. Interview and Position Offer Process: The HR Recruitment & Staffing department will coordinate the interview process and will communicate the offer. HR Recruitment & Staffing will check associate's personnel records for prior performance and eligibility for promotion.
3. Occupational Health Services Approval: Before an associate is promoted or transferred to a department where patient and/or food contact is substantially different, the approval of the Occupational Health Service must be obtained.


TEMPORARY PROMOTION:

Definition – Movement to a higher-grade position for a limited period of time, normally not to exceed one (1) year.

When an associate is temporarily promoted, the following will apply:

1. A temporary promotion at the department's request is accompanied by a temporary adjustment

Montefiore Einstein

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Transfers and Promotions
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-8
	PAGES: 4 of 5
	DATE ISSUED: 09/01/64
	DATE REVIEWED/REVISED: 11/07/23

in compensation and retention of existing benefits. This includes positions in an acting status. The associate may return to their former position and compensation following completion of the temporary assignment.

2. A temporary promotion initiated by the associate includes a salary adjustment and benefits consistent with the position to which the person is temporarily promoted.
3. A temporary promotion from a Union position to a Non-union position will be accompanied by a salary adjustment.


ACCESS TO ELECTRONIC SYSTEM AND/OR PROTECTED HEALTH INFORMATION:

When an associate transfer or is promoted into another position, Montefiore must ensure that the appropriate level of access to electronic systems is maintained and, if necessary, modified, reduced, terminated or expanded to be commensurate with the scope of access required in the new job. Therefore, when an associate transfer or is promoted, the supervisor of the individual for the department and the supervisor of the individual for the new department will confer to assess what modification, if any, must be made to the individual's access to electronic systems. Then the supervisor of the new department will complete a "Status Change/System Access Control" form for all the modifications necessary with regard to the associate's access to electronic systems, even if it involves termination of access to a system required for the prior job. The form is found on the Montefiore

Intranet under the "Forms," "Associate Forms" tab. The form is a word document and must be filled out electronically (i.e. by computer). The form requires the following information:

- a. Associate's Name
- b. If applicable, Associate's Maiden Name
- c. Effective Date and Time of Associate's Transfer or Promotion
- d. Associate's EZ Number
- e. Associate's New Title
- f. Associate's New Department
- g. New Supervisor's Name
- h. New Supervisor's Telephone Number
- i. Nature of Status Change – (i.e. transfer or promotion)
- j. Voluntary/Involuntary Status Change
- k. Associate's New Address/Zone
- l. Associate's New Floor/Room/Unit
- m. Associate's New Telephone Number
- n. Instructions to Application Administrators on what to do with user's data (Microsoft Outlook365, home server data, local PC/hard drive data, mobile devices data)
- o. List systems that need modification (additional, termination, modification and/or enhancement of access)

Montefiore Einstein

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APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-8
	PAGES: 5 of 5
	DATE ISSUED: 09/01/64
	DATE REVIEWED/REVISED: 11/07/23


For electronic systems controlled by Montefiore Information Technology, the Supervisor must e-mail the completed "Status Change/System Access Control" form to the "MISAccessControl" Microsoft Outlook 365 e-mail box. Once Montefiore Information Technology receives the completed form, it will communicate the above information to the application administrators and tract to completion. Some examples of systems controlled by Montefiore Information Technology include, but are not limited to, Microsoft Outlook 365, Genesys, Clinical Looking Glass, CE, C-EMR, Eagle, IDX, and Cypress. A full listing will be provided on the intranet.

For electronic systems not controlled by Montefiore Information Technology but rather locally controlled by a department, the Supervisor will e-mail the completed "Status Change/System Access Control" form to the various persons responsible for the access to those systems. Those persons will then follow their internal process for terminating and/or modifying access to the system.

The completed "Status Change/System Access Control" form must be completed and e-mailed by the new Supervisor in advance of the transfer or promotion.

All Medical Center Human Resources policies and practices are guidelines and may be changed, modified or discontinued at any time by Medical Center's Senior Vice President of Human Resources, or designee, with or without notice. Exceptions do not invalidate the basic policy.

Montefiore Einstein

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: DISCHARGE
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-9
	PAGES: 1 of 2
	DATE ISSUED: 05/06/07
	DATE REVIEWED/REVISED: 11/07/23

GENERAL POLICY:

Montefiore Medical Center uses progressive discipline, where appropriate, to promote corrective behavior and avoid discharge. When a Supervisor believes that discharge is necessary, consultation with the Employee and Labor Relations Department is required before the Supervisor may proceed with the termination.

POLICY APPLICABLE TO:

All Associates (including, but not limited to, employed physicians, attending physicians, house staff, and students).

PROCEDURE:

Violation of Montefiore policies, procedures, work rules, regulations and/or standards of behavior will subject an Associate to disciplinary action, up to and including discharge. The Supervisor is responsible for taking corrective action when an Associate violates Medical rules and regulations, including but not limited to those outlined in Human Resources Policy and Procedure VII-1: Medical Center Rules & Regulations.


In the case of an alleged serious infraction, the Associate should be placed off work, without pay, pending investigation. If management determines that the Associate did not commit the infraction, they will be paid for the time lost. If management determines that there is reasonable cause to believe that the Associate committed the infraction, then after review with a member of the Employee and Labor Relations Department, appropriate discipline, i.e. suspension or discharge for cause, will be imposed.

When appropriate, every effort should be made to correct the condition by the use of progressive discipline as outlined in Human Resources Policy and Procedure VI-2: Disciplinary Action.

The Supervisor must consult with a member of the Employee and Labor Relations Department prior to terminating an Associate.

The Supervisor is responsible for informing the Associate of the discharge and of the reason(s) for discharge.

Montefiore Einstein


HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: DISCHARGE
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-9
	PAGES: 2 of 2
	DATE ISSUED: 05/06/07
	DATE REVIEWED/REVISED: 11/07/23

Immediately after terminating any Associate, the Supervisor should email a copy of the Discipline Notice to the Employee and Labor Relations representative that they consulted. For unionized employees, the Discipline Notice should be emailed, as well as faxed to (718) 920 6321 and the Employee and Labor Relations representative will then notify the appropriate union office within forty-eight (48) hours of discharge.

At the time the Associate is discharged, the termination procedure outlined in Human Resources Policy and Procedure II-12: Termination of Employment should be followed.

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Montefiore Einstein

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Resignation Notice
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-10
	PAGES: 1 of 2
	DATE ISSUED: 08/01/69
	DATE REVIEWED/REVISED: 11/07/23

GENERAL POLICY:

An Associate must give their supervisor advance notice of their resignation as outlined below, complete outstanding patient documentation, as applicable, and return all Montefiore Medical Center property in order to be eligible for terminal benefits.


POLICY APPLICABLE TO:

All Associates (including, but not limited to, employed physicians, attending physicians, house staff, students) and volunteers.

PROCEDURE:

1. An Associate must provide their immediate supervisor with advance notice of their resignation, as follows:
 - a. A management Associate is required to give four (4) weeks advance notice of resignation. All other non-union Associates must give two (2) weeks advance notice of resignation. Management and non-union Associates who fail to provide the required notice of their resignation may not be entitled to payment of available, unused benefit time.
 - b. A union Associate is required to give advance notice of resignation in accordance with the provisions of their applicable collective bargaining agreement (CBA). Typically, the notice period is equal to the initial annual vacation entitlement for the union Associate's job classification. In accordance with the terms of an applicable CBA, a union Associate who fails to provide the required notice of their resignation may not be entitled to payment of available, unused benefit time. A supervisor should consult with Employee and Labor Relations for guidance on the application of the CBA.
 - c. A physician is required to give sixty (60) calendar days advance notice of their resignation. A physician should also provide the credentialing office with (60) calendar days advance notice of their resignation.


Montefiore Einstein

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Resignation Notice
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-10
	PAGES: 2 of 2
	DATE ISSUED: 08/01/69
	DATE REVIEWED/REVISED: 11/07/23

2. An Associate should provide their supervisor with written notice of their intent to resign. If an Associate does not provide such written notice, the supervisor should confirm the Associate's intent to resign in a letter to the Associate.
3. The supervisor should complete a SAP HCM Termination Action which will be forwarded to the Human Resources Information Center.
4. The supervisor should follow the procedure outlined in HR Policy II-12, Termination of Employment, regarding the return of MMC property and other terminal paperwork.
5. Depending on the circumstances, an exit interview may be arranged with the Department of Human Resources, as appropriate.

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Montefiore Einstein

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Severance Payments in the Event of Layoff
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-11
	PAGES: 1 of 2
	DATE ISSUED: 09/01/64
	DATE REVIEWED/REVISED: 10/27/23

GENERAL POLICY:

Montefiore Medical Center will lay off Associates involuntarily in accordance with applicable federal, state and local law, rules and regulations. An Associate whose employment is involuntarily terminated as a result of a layoff is entitled to a severance payment based on their length of service and salary.

POLICY APPLICABLE TO:

Non-union Associates. This policy does not cover: (1) per-diem Associates, agency workers, part-time Associates, or Associates who are in a grant funded/nonbudgetary position, (2) Associates who have employment agreements that provide for severance pay, or (3) Associates who are entitled to severance under Human Resources Policy II-17.

PROCEDURE:

1. An Associate (as defined above) who is laid off by Montefiore is entitled to a severance payment based on their length of employment and salary at the time of their employment was involuntarily terminated.
2. Montefiore shall make severance payments to the laid off Associate after their employment is involuntarily terminated and on a bi-weekly basis on normal pay dates.
3. Montefiore shall determine an Associate's severance payment according to the following schedule:

Associate's length of service (Completed years only)

Severance payment (based on regular salary for a workweek at the time of employment termination)


One Completed Year
Two Completed Years
Three Completed Years
Four or More Completed Years

One Week
Two Weeks
Three Weeks
Four Weeks

In determining an Associate's severance payment, Montefiore Center shall not give credit for partial years of service. For example, if an Associate has completed two and three quarters years of service based on the associate's hire date, the associate shall be credited with two completed years of service for the purpose determining severance payments, and the associate shall be entitled to a severance payment equal to two weeks of the associate's salary.

For the purpose of determining an Associate's severance payment, an Associate's length of service is based on their most recent date of hire by Montefiore. Previous periods of

Montefiore Einstein


HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Severance Payments in the Event of Layoff
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-11
	PAGES: 2 of 2
	DATE ISSUED: 09/01/64
	DATE REVIEWED/REVISED: 10/27/23

employment at Montefiore that ended either voluntarily or involuntarily shall not be counted or added to service under this policy. Absent a formal agreement to the contrary, an Associate will not be credited for service performed at an institution that was acquired by Montefiore or Affiliated with Montefiore.

4. Montefiore will pay Choice Time to a laid off Associate within twenty-one (21) days of the involuntary termination of their employment.
5. The laid off Associate's medical and other benefits shall continue for the balance of the month in which the associate's employment with Montefiore ended, subject to rules and regulations of such benefits programs.
6. A laid off Associate who, within two (2) calendar weeks of the involuntary termination of their employment, is offered employment by Montefiore in a comparable position shall not be eligible for severance. A comparable position is a position that is commensurate with the Associate's education, skill and experience and provides a level of compensation and benefits, which, when taken as a whole, are at least as favorable as those enjoyed by the Associate immediately prior to his/her termination.
7. If (a) an Eligible Associate is laid off as a result of the sale by Montefiore of a license, product, or process to another entity unrelated to Montefiore, or the provision of or subcontracting by Montefiore of a service or process to another entity unrelated to Montefiore, and (b) during the Severance Pay Period that unrelated entity (or a company related to the entity) employs the Eligible Associate or otherwise compensates the Eligible Associate, then Severance Pay will be offset by any earnings or compensation received by the Eligible Associate from the unrelated entity (or a company related to the entity). The Eligible Associate is required to provide Montefiore with adequate proof of their total compensation from the unrelated entity (or a company related to the entity), including any actual or promised signing bonuses, retention bonuses, year-end bonuses, and discretionary bonuses. The offset calculation will be based on an examination of the salary, bonuses, incentive payments and incentive awards paid to or promised to the Eligible Associate during the Severance Pay Period or during the thirteen months following their Separation Date. The calculation will not be based on an examination of medical insurance or retirement benefits or other voluntary benefit programs.
8. Montefiore may, in its sole discretion, offer Associates additional severance benefits in exchange for a general release of all claims against Montefiore, in accordance with a formal severance plan.

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Montefiore Einstein

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Termination of Employment or Affiliation
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-12
	PAGES: 1 of 4
	DATE ISSUED: 08/01/69
	DATE REVIEWED/REVISED: 11/07/23

GENERAL POLICY

Upon termination of employment, training or affiliation with the Medical Center, adherence to the following procedure ensures that an individual receives proper payments and information, Medical Center property is returned, and protected health information is safeguarded against unauthorized access.

POLICY APPLICABLE TO

All full-time, part-time, and per diem Associates, house staff, and temporary/agency personnel.


PROCEDURE

1. The Associate's Manager is responsible for initiating the termination eForm through SAP HCM prior to the effective date of the termination or immediately upon notification. The termination form requires a Manager's attestation to the fact that they collected or will collect all Montefiore property on or before the Associate's last day of work.
2. HRIC reviews and completes the Termination eForm. Upon final approval, a termination record is automatically created in SAP HCM.
3. The initiator, VP, Employee & Labor Relations (Involuntary Terminations only), Security, and IT automatically receive an email notification.
4. The initiator sends completed Status Change/Systems Access Change Control form, which can be found on the Medical Center Intranet under "Manager Tool Kit", to IT_SAP_Notifications@montefiore.org
5. When a Termination is complete, the position will be delimited (closed) unless it is an excluded* position.

**Excluded positions include staff RN's, MD's, Dentists, Vice Chairs, Chairs.*

6. When initiating a Termination request, keep the following in mind:
 - a. **Associate Record:** Review the header information to confirm you are working with the correct Associate before proceeding.

Montefiore Einstein


HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Termination of Employment or Affiliation
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-12
	PAGES: 2 of 4
	DATE ISSUED: 08/01/69
	DATE REVIEWED/REVISED: 11/07/23

b. **Attachments:** If available, attach Associate letter of resignation.

c. **TERMINATION DATA:**


- i. **The Last Day Worked** is the last day the Associate worked.
 - ii. **Termination Date** is the first inactive day/ day after last day worked.
 - iii. **Eligible for Rehire Comments** are required for Associates that should not be rehired at the Medical Center. IN ORDER TO DESIGNATE AN ASSOCIATE AS NOT ELIGIBLE FOR REHIRE, APPROVAL FROM EMPLOYEE & LABOR RELATIONS IS REQUIRED.
 - iv. **Leave of Absence (LOA):** Ordinarily, an Associate on Leave of Absence cannot be terminated (termination of an Associate on Leave of Absence requires approval from Employee & Labor Relations). First, if you wish to hire into the position, check with Central Leave Office and Employee & Labor Relations. Then:
 - a. Create new position
 - b. Activate the new budgeted position
 - c. Use backfill checkbox
 - d. Select the position being backfilled (the one with Associate on Leave)
7. **Future-dated termination:** A termination request can be future-dated up to 120 days out. Once the termination is processed, you can Request to Fill the Position (using the position overlap option). Associates can overlap in the position for a maximum of 30 days.
8. **Retirees Moving to Per Diem:** Do NOT transfer Associates to per diem, as it will affect retirement benefits eligibility. To move an Associate who is retiring to a per diem position:
- a. If the Associate will still require some system access going forward, contact the Service Desk to prevent the Associate's system access permissions from being cancelled.
 - b. Terminate the Associate. Their current position will be delimited (closed) unless it is an excluded* position.
 - c. Request a per diem position (Fill Immediately).

Montefiore Einstein

<p align="center">HUMAN RESOURCES POLICY AND PROCEDURE MANUAL</p>	<p>SUBJECT: Termination of Employment or Affiliation</p>
<p>APPROVED:</p>	<p>POLICY NUMBER: II-12</p>
	<p>PAGES: 3 of 4</p> <p>DATE ISSUED: 08/01/69</p>
<p align="center">DAVID BRODSKY</p>	<p>DATE REVIEWED/REVISED: 11/07/23</p>

- d. Staffing will hire the Associate into the per diem position.
9. **Termination Date Changes:** If the termination date is changed, contact HRIC for assistance.
 10. **Final Payment:** The final payment to an Associate for time worked will be processed on the first regular payday following the pay period in which the Associate's employment, training or affiliation is terminated. Any terminal pay related to paid time-off will be released only when the clearance information is completed on the Termination eForm.
 11. **Return of Montefiore Property:** When an Associate, House Staff, or Temporary employee ends their employment, training or affiliation with the Medical Center, the appropriate Manager or Department Head is responsible for taking all reasonable measures to ensure that all Medical Center Property is returned and/ or maintained on premises. Medical Center property includes but is not limited to: badges, keys, access cards, pagers, cell phones, uniforms, equipment, computers, software, and patient records. A Manager may ensure compliance with this paragraph by asking (or, if appropriate, requiring) the individual to return the property or keep it on the premises or by calling the Security Office for assistance if an individual is refusing to turn in property or attempting to remove property from the premises.
 12. **Access to Electronic Systems and/ or Protected Health Information:** During the course of their employment, training, or affiliation, Associates may have access to electronic systems and databases that contain business information, confidential personnel information and/ or protected health information. When Associates terminate their employment, training or affiliation with the Medical Center (whether voluntarily or involuntarily), the manager is accountable for ensuring that their systems access is terminated.
 - a. The manager is responsible for completing the Status Change/Systems Access Change Control form, which can be found on the Medical Center Intranet under "Manager Tool Kit", to IT_SAP_Notifications@montefiore.org
 - b. If the termination of employment, training or affiliation is voluntary, prescheduled and/or with advance notice, the status Change/System Access change Control form should be completed and processed at least two weeks before the departure date. If the termination is involuntary, unplanned and/or

Montefiore Einstein


HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Termination of Employment or Affiliation
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-12
	PAGES: 4 of 4
	DATE ISSUED: 08/01/69
	DATE REVIEWED/REVISED: 11/07/23

without advance notice, then it must be completed and processed immediately after termination.

- c. In an instance when an Associate is moved off the Medical Center payroll but still has an affiliation that requires access to electronic systems, the relevant Manager or Administrator is responsible for ensuring that appropriate access level is maintained. The completed Status Change/Systems Access Change Control form should be emailed to IT_SAP_Notifications@montefiore.org
- d. Systems access will not be terminated until the last day of work unless directed otherwise.

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Montefiore Einstein

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Performance Appraisal Process
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-13
	PAGES: 1 of 1
	DATE ISSUED: 08/01/69
	DATE REVIEWED/REVISED: 11/07/23

GENERAL POLICY:

It is the policy of Montefiore Medical Center to appraise the job performance of each Associate through a formal appraisal process in order to evaluate the Associate's job performance in each area of required competence stated in the job description.

POLICY APPLICABLE TO:

All Associates, (including, but not limited to, employed physicians, attending physicians, house staff, and employed students).

PROCEDURE:


1. The frequency of performance appraisal will be:

Associate	Frequency
Clinical Laboratory Associates	Annually
All Other Associates	At Least Once Every Two (2) Years.

2. The performance evaluation shall measure performance on criteria stated in the job description.
3. The Supervisor shall discuss the performance evaluation with the Associate in order to exchange opinions on the performance and elaborate on how to improve or develop performance. The performance appraisal shall be signed and dated by the Supervisor and the Associate.
4. Supervisors are expected to conduct performance appraisal on time unless circumstances justify a delay of up to sixty (60) days.
5. Supervisors are to retain the original performance appraisals in the Associate's departmental personnel file.
6. Supervisors and/or Department Heads must report completed performance appraisals to the Human Resource Information Center for all Associates and Management Associates. Type in the requested information on the "Performance Appraisal Completion/Job Description Review Reporting Form" and submit it electronically to PerformanceAppraisals@montefiore.org. The "Performance Appraisal Completion/Job Description Review Reporting Form" is available on the intranet on the Human Resources page in the Manager's Toolkit.

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Montefiore Einstein

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Independent Contractors
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-15a
	PAGES: 1 of 6
	DATE ISSUED: 05/01/94
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GENERAL POLICY:

It is the policy of Montefiore Medical Center to appropriately classify providers of services as either employees or Independent Contractors in accordance with the Internal Revenue Service tax regulations. In addition, it is the policy of MMC to orient and train Independent Contractors to ensure contractors comply with health and safety regulations of the organization.

GUIDELINES

Classifications


1. **Employee:** An individual who fills a budgeted position on the Table of Organization and is paid by a MMC payroll check is generally classified as an employee. Such individual may not perform services as an Independent Contractor while employed by Montefiore.
2. **Per Diem Employee:** An individual who provides services similar to those provided by Associates to supplement regular staff on an occasional and/or on-going basis is classified as a Per Diem employee. They may not work in excess of 1,000 hours per calendar year, is paid through payroll checks out of the staffing budget and receives a W-2 at the end of the calendar year summarizing the wages paid.
3. **Independent Contractors:** An individual who serves as a vendor to provide services not provided by Associates is classified as an Independent Contractor. They may work alone or for an outside firm. They submit bills for services provided, is paid directly by the Accounts Payable Department and is not included in the Montefiore Payroll. A 1099 form is issued to the individual under their Social Security number at the end of the calendar year summarizing the amounts paid.

Policy Statements

It is the responsibility of Montefiore Departments to correctly classify a person as an Employee or Independent Contractor and failure to do so is a potential violation of Internal Revenue Services guidelines.

- To be classified as an Independent Contractor, the individual must meet the guidelines established by the Internal Revenue Service.
- An individual will not be approved as an Independent Contractor if they would be performing functions and duties that would normally be performed by an Associate of MMC.

Montefiore Einstein

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Independent Contractors
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-15a
	PAGES: 2 of 6
	DATE ISSUED: 05/01/94
	DATE / REVISED: 11/07/23

- Montefiore departments are required to obtain the approval of the Recruitment & Staffing Department prior to retaining any individual as an Independent Contractor.
- Agreements with Independent Contractors shall not exceed one-year in duration.
- Any requested changes to the Independent Contractor Agreement must be reviewed and approved by the Office of Legal Affairs.
- If the Independent Contractor will have any contact with patients and/or protected health information, the Independent Contractor will sign a HIPAA Business Associate Agreement.
- An individual classified as an Independent Contractor may not begin work nor will the Accounts Payable Department process invoices for such an individual, unless and until all requirements of this policy have been met.
- If the proposed Independent Contractor will have direct patient care contact, HR Recruitment and Staffing will arrange for the individual to be drug tested, complete a physical exam/PPD test, background check, and arrange for an ID badge and abbreviated Medical Center orientation prior to providing services. The department will be responsible for conducting a departmental orientation.


All other Independent Contractors who will be working on site must have a departmental orientation, an abbreviated Medical Center orientation and be issued a temporary ID badge from Security. Security will request a copy of the approved contractor package before a Montefiore access badge is issued.

- Arrangements with Independent Contractors who perform direct health care services (including physicians) must be reviewed and approved by the Office of Legal Affairs.
- All Independent Contractors must be fully vaccinated against COVID -19.

PROCEDURES

1. Prior to retaining an Independent Contractor, requesting department obtains a copy of the **Independent Contractor Package** from the Recruitment & Staffing Department including the following documents:
 - Policy II-15a - Independent Contractors
 - Department Independent Contractor Instructions

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HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Independent Contractors
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-15a
	PAGES: 3 of 6
	DATE ISSUED: 05/01/94
	DATE / REVISED: 11/07/23

- Contractor Classification Questionnaire
- Cover Letter to Independent Contractors
- Independent Contractor Agreement
- Independent Contractor Exhibit A (Description of Project and fees)
- Independent Contractor Exhibit B
- Independent Contractor Waiver of Insurance
- Form W-9
- Policy VI-6 – Non-Discrimination and Anti-Harassment (including Sexual Harassment)
- Acknowledgment of Receipt -Sexual Harassment policy
- Memo to Independent Contractors Re: Preventing Discrimination and Harassment in Health Care
- Course Instructions -Preventing Discrimination and Harassment in Healthcare - eLearning
- Independent Contractor New Payment Options from Bank of America
- NAO Handbook Annual Review
- Acknowledgment of Receipt -Orientation manual
- Acknowledgment of MHS Federal and State False Claims Laws, Whistleblower Protection and Detection and Prevention of Fraud, Waste and Abuse with Policies
- Acknowledgment of Montefiore's Tobacco Free Environment Policy and Fire Protection Procedure with Policy
- Acknowledgment of Montefiore's General Terms and Conditions with Policy
- Montefiore Conflict of Interest and Confidentiality Policy
- COVID -19 Screening Survey
- Vendor Qualification Form
- MHS Business Associate Determination form
- Montefiore HIPAA Questionnaire

2. The department will provide all applicable policies and forms to the individual applying to be an Independent Contractor, including:


- Cover Letter to Independent Contractors
- Independent Contractor Agreement
- Independent Contractor Exhibit A (Description of Project and fees)
- Independent Contractor Exhibit B
- Independent Contractor Waiver of Insurance
- Form W-9

Montefiore Einstein

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Independent Contractors
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-15a
	PAGES: 4 of 6
	DATE ISSUED: 05/01/94
	DATE / REVISED: 11/07/23


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 - Acknowledgment of Receipt -Orientation manual
 - Acknowledgment of MHS Federal and State False Claims Laws, Whistleblower Protection and Detection and Prevention of Fraud, Waste and Abuse with Policies
 - Acknowledgment of Montefiore's Tobacco Free Environment Policy and Fire Protection Procedure with Policy
 - Acknowledgment of Montefiore's General Terms and Conditions with Policy
 - Montefiore Conflict of Interest and Confidentiality Policy
 - COVID -19 Screening Survey
 - Vendor Qualification Form
 - MHS Business Associate Determination form
 - Montefiore HIPAA Questionnaire
3. The department will attach a completed Contractor Classification Questionnaire (must be approved by the appropriate senior leader) and a purchase requisition to the completed documents (listed below) from the individual applying to be an Independent Contractor for review to the Director of Recruitment & Staffing prior to the individual beginning work. If the documents are incomplete or if they demonstrate that the individual should be classified as an employee, the requesting department will be so notified. *(Note: work completed before the Independent Contractor approved will not be authorized for payment.)*
- Independent Contractor Agreement
 - Independent Contractor Exhibit A (Description of Project and fees)
 - Independent Contractor Exhibit B
 - Independent Contractor Waiver of Insurance
 - Form W-9
 - Acknowledgment of Receipt -Sexual Harassment policy
 - Certificate of completion of course -Preventing Discrimination and Harassment in Healthcare – (if applicable)
 - Acknowledgment of Receipt -Orientation manual
 - Acknowledgment of MHS Federal and State False Claims Laws, Whistleblower Protection and Detection and Prevention of Fraud, Waste and Abuse

Montefiore Einstein

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Independent Contractors
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-15a
	PAGES: 5 of 6
	DATE ISSUED: 05/01/94
	DATE / REVISED: 11/07/23

- Acknowledgment of Montefiore's Tobacco Free Environment Policy and Fire Protection Procedure
 - Acknowledgment of Montefiore's General Terms and Conditions
 - Montefiore Conflict of Interest and Confidentiality Policy
 - COVID -19 Screening Survey
 - Vendor Qualification Form
 - MHS Business Associate Determination form
 - Montefiore HIPAA Questionnaire
 - Evidence of full vaccination against COVID-19
4. If the documents are accepted as complete by Recruitment & Staffing, the Independent Contractor questionnaire not exceeding one year in duration will be signed on behalf of MMC by the Senior Vice President of Human Resources or designee. The department is notified by Human Resources of the approval and directed to retrieve and submit an approved copy of the packet to Purchasing for processing.
5. Independent Contractors who will have direct patient care contact will be sent for drug testing, physical exam/PPD test, background check, ID badge and an abbreviated Medical Center orientation prior to providing services by HR Recruitment and Staffing. The department will be responsible for conducting a departmental orientation. All other Independent Contractors who will be working on site must have a departmental orientation, an abbreviated Medical Center orientation and be issued a temporary ID badge from Security.
- Once the individual is approved and the process is complete, the Independent Contractor may begin work. The original agreement and other documents are filed in Recruitment & Staffing with a copy sent to Acquisitions.
6. The Independent Contractor sends all invoices detailing services performed to the requesting department for approval.
- The requesting department sends approved invoices with purchase order reference number to Accounts Payable for processing. The Purchasing department will ensure that there is an approved contractor package on file prior to processing the purchase requisition.
7. Contracts with an Independent Contractor shall not exceed one year duration. If a project requires duration beyond one year, the requesting department shall re-apply for Independent Contractor status for the individual at least thirty (30) days prior to the extension of the contract. Accounts Payable will provide a monthly report to Recruitment and Staffing indicating the contractor's expiration date so that Recruitment and Staffing can follow up.


Montefiore Einstein

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Independent Contractors
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-15a
	PAGES: 6 of 6
	DATE ISSUED: 05/01/94
	DATE / REVISED: 11/07/23

- Upon expiration, the purchase requisition will be locked for future payments with a two week grace period to allow any outstanding invoices to be processed.
8. When the Independent Contractor's work is completed, they must return the temporary ID badge prior to issuance of the final payment for services.
 9. Noncompliance with the policy will be reported to the SVP, Human Resources and the Executive leadership of the area by the Recruitment and Staffing department.

All Medical Center Human Resources Policies and practices are guidelines and may be changed, modified or discounted at any time any time by the Medical Center's Senior Vice President of Human Resources, or designee, with or without notice. Exceptions do not invalidate the basic policy.

Montefiore Einstein

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Student Employment
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-16
	PAGES: 1 of 2
	DATE ISSUED: 04/01/77
	DATE REVIEWED/REVISED: 11/07/23

GENERAL POLICY

Montefiore Medical Center will hire Students and Clinical Assistants in accordance with the needs of each department as approved in the department budget.


ELIGIBILITY

Student positions which typically last no more than four (4) months (typically during summer months May through September) will be filled by qualified applicants eighteen (18) years of age or older. Applicants ages 14-17 may be hired in accordance with the guidelines set forth in the Student General Employment Certificate.

PROCEDURE

1. All applicable resumes and student requisitions which have been budgeted and approved will be sent to the appropriate HR Recruitment and Staffing individual. They should be submitted as soon as the department is aware of its needs.
2. Efforts will be made to fill these positions with the most qualified applicants based on the following criteria:
 - a. Resumes received
 - b. Matching qualifications for positions requiring little or no experience
 - c. Former eligible for rehire
 - d. Children of staff members not associated with the hiring department
 - e. Non-solicited applicants
 - f. Employee/Departmental referrals
3. Placements for unassigned requisitions will be made on a first come, first serve basis.
4. All new Student hires must:
 - a. Complete all necessary paperwork relating to employment
 - b. Provide a social security card in the applicant's legal name
 - c. Complete a pre-employment assessment
 - d. Successfully pass background checks including criminal background, sexual offender check, social security check, OIG compliance screening, and verification of education (except HS students)
 - e. Successfully pass drug screening
 - f. Attend New Associate Orientation


Montefiore Einstein

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Student Employment
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-16
	PAGES: 2 of 2
	DATE ISSUED: 04/01/77
	DATE REVIEWED/REVISED: 11/07/23

- g. Provide evidence of eligibility to work in the United States as defined by the United States Citizenship and Immigration Services (USCIS)
5. Once an applicant has been assigned to a Student position, they will not be permitted to transfer into another vacant position until all new hire requirements have been met.
 6. Students employed for a finite period must be terminated from the payroll at the end of their assignment/authorized employment. (See Policy II-12 Termination of Employment for procedure to terminate.)
 7. Clinical Assistant positions will be restricted to nursing and medical students (to the extent that such candidates are available).

All Medical Center Human Resources policies and practices are guidelines and may be changed, modified or discontinued at any time by the Medical Center's Senior Vice President of Human Resources, or designee, with or without notice. Exceptions do not invalidate the basic policy.

Montefiore Einstein

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Termination of Full-Time Salaried Practitioners
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-17
	PAGES: 1 of 3
	DATE ISSUED: 01//16/02
	DATE REVIEWED/REVISED: 11/02/23

GENERAL POLICY:

Montefiore Medical Center provides severance benefits to full-time salaried Practitioners with one or more continuous years of employment at Montefiore. The severance benefits are based on years of continuous employed service at Montefiore.

POLICY APPLICABLE TO:

All full-time salaried Practitioners as defined below.


DEFINITIONS FOR THE PURPOSE OF THIS POLICY:

- a. Full-time: A full-time salaried Practitioner is one who is carried on the payroll of Montefiore Medical Center having a bi-weekly schedule of 80 hours.
- b. Practitioner: A Practitioner is a physician, dentist, veterinarian or professionally appointed Ph.D. This policy shall not apply to a Practitioner who holds a title of Vice President or higher.
- c. Professionally Appointed Ph.D.: A Professionally Appointed Ph.D. is any person employed by Montefiore in a position for which a Ph.D. degree is required (a "Ph.D. position") and who has a faculty appointment at the Albert Einstein College of Medical (the "Medical School"). A person hired into or assigned to a full-time Ph.D. position shall have one year from the date of being hired or assigned to obtain a faculty appointment at the Medical School. During this one-year period, the Associate will be entitled to all of the benefits and other policies applicable to Professionally Appointed Ph.D.s, except that they will be covered by the provisions provided for under the paragraph entitled "Probationary Status" below and no other provision of this policy. Upon receiving such a faculty appointment within the one-year period specified, they will become a Professionally Appointed Ph.D. and shall be eligible for complete coverage under this policy.

PROBATIONARY STATUS:

Practitioners will be on probation during the first year of employment or re-employment as a Practitioner. A Practitioner may be terminated for any reason during the probationary period without notice or severance pay. A Practitioner shall have no right to grieve a termination effected by notice during the probationary period.

Montefiore Einstein

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Termination of Full-Time Salaried Practitioners
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-17
	PAGES: 2 of 3
	DATE ISSUED: 01/16/02
	DATE REVIEWED/REVISED: 11/02/23

TERMINATION:

Following the probationary period, the employment of a Practitioner may be terminated by Montefiore only for one or more of the following reasons:

- a. For cause, in which event a Practitioner shall not be entitled to notice or severance;
- b. A bona fide institutional financial exigency, such as a reduction in force or loss of funding;
- c. A bona fide reorganization of the educational, research, or clinical services in which the Practitioner is employed; or
- d. Because the termination will enhance the future growth, quality and productivity of a department.


For the purpose of this policy only, "cause" includes a decision to terminate the employment of a Practitioner who is unable to return to duty after an approved leave of absence.

SEVERANCE BENEFITS:

A Practitioner covered by this policy who is terminated for other than cause is entitled to the following severance benefits:

1. One calendar month of severance payments for each completed year of service as a full time employee of Montefiore, up to a maximum of twelve months.
 - a. Service shall not include employment at an institution acquired by Montefiore, or periods of graduate medical education at Montefiore as an intern, resident, chief resident or fellow.
 - b. Service is calculated from the Practitioner's most recent date of hire (if there is more than one date of hire or the Practitioner was rehired).
 - c. Severance payments are made on a bi-weekly basis and are equal to the Practitioner's gross base salary at the time they received notice of the termination of their employment under this policy.
 - d. Base salary is inclusive of any stipends paid to the Practitioner by Montefiore and exclusive of any discretionary bonuses.

Montefiore Einstein

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Termination of Full-Time Salaried Practitioners
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-17
	PAGES: 3 of 3
	DATE ISSUED: 01/16/02
	DATE REVIEWED/REVISED: 11/02/23


2. All employee benefits (with the exception of medical and dental benefits) received by Employee, including but not limited to group disability insurance, group life insurance, a tax deferred annuity, a personal voluntary annuity and a flexible spending account, will terminate as of the Practitioner's last day of employment.
3. Effective the first of the month following the Practitioner's last day of employment, the Practitioner may elect to continue medical and dental insurance coverage pursuant to the federal law known as COBRA. Continuation of medical and dental insurance coverage under COBRA will be at Employee's expense. Employee will receive, under separate cover, information regarding insurance coverage pursuant to COBRA. For the period during which the Practitioner is receiving severance benefits, Montefiore shall charge the Practitioner only an amount equal to what they had been contributing toward the cost of medical and dental insurance at the time their employment ended, and this amount shall be deducted from Practitioner's bi-weekly severance payments. After the final severance payment, and for the balance of any COBRA continuation period, the Practitioner is responsible for paying the full COBRA expense.
4. To receive these severance benefits, the Practitioner must sign a severance agreement and general release of claims.

PROCEDURE:

A Practitioner eligible for benefits under this policy will receive: (a) written notice of the termination of their employment which advises them of her last day of employment; (b) a copy of this policy; and (c) a severance agreement and general release of claims.

The Medical Center Human Resources policies and practices are guidelines and may be changed, modified or discontinued at any time by the Medical Center's Senior Vice President of Human Resources, or designee, with or without notice do not invalidate the basic policy.

Montefiore Einstein


HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Orientation and Continuing Education
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-18
	PAGES: 1 of 3
	DATE ISSUED: 8/11/97
	DATE REVIEWED/REVISED: 11/07/23

GENERAL POLICY:

The following describes the expectations for orientation, competency assessment and continuing education for Montefiore Medical Center Associates. Definitions of terms can be found at the end of this policy.


1. The knowledge, skills, education and training required of each Associate's position will be defined in writing by the organization/department/service in the position description.
2. An assessment of a potential Associate's competence level will be performed by the organization/department/service prior to the Associate's assumption of job responsibilities.
3. Licensure, registration and certification credentials of applicable Associates will be monitored to assure compliance with regulatory agency requirements.
4. Temporary agency personnel providing clinical services will be evaluated by each department/service utilizing the same criteria for Montefiore's Associates.
5. The organization/department/service will provide an individual new to the organization/department/service with an orientation of sufficient scope and duration to inform the individual of the responsibilities inherent within the job.
6. Orientation will be provided prior to performance of job activities.
7. The orientation process includes, but is not limited to, information about Montefiore's:
 - Mission, governance, policies/procedures/regulatory agency requirements;
 - Table of organization;
 - Department/service policies and procedures;
 - Associate's position description;
 - Competency assessment process;
 - Purpose and goals of the organization/department/service;
 - Population served;
 - Annual in-service training requirements;
 - Annual health assessment requirements;
 - Compliance program and Montefiore HIPAA privacy and security policies;
 - Performance improvement process.
8. An orientation, for the Associate's specific organization/department/service and the areas in which they will be expected to work, will be provided.

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HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Orientation and Continuing Education
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-18
	PAGES: 2 of 3
	DATE ISSUED: 8/11/97
	DATE REVIEWED/REVISED: 11/07/23

9. The organization/department/service will maintain documentation of the Associate's participation in the completion of orientation.
10. Continuing education and in-service will be provided to maintain and improve the competency of all Montefiore Associates.
11. When determining educational needs, the following should be considered as applicable:
 - Patient population served, including the developmental and age specific needs.
 - Identified Associate needs.
 - Quality assessment and performance improvement activities.
 - Advances in health care management, health care science and technology.
 - Peer review activities.
 - Montefiore's plan, technology and safety management programs.
 - Infection control activities.
 - Regulatory agency requirements.
12. A competency assessment of all Associates should include the following elements where applicable:
 - Organization/department/service requirements.
 - Knowledge and skills required to perform the job responsibilities.
 - Regulatory agency requirements.
 - Montefiore standards of practice.
 - Patient population served.
 - Age specific competency.
 - Performance improvement initiatives/needs.
13. Organizational/departmental/service competency requirements should be based at least on changes in work processes, quality assessment/performance improvement activities, changes in health care management, health care science or technology and changing health care needs.
14. The process for assessing and maintaining Associate competencies will be defined by each department/service.
15. Documentation of continuing education/in-services will be maintained by each department/service within the organization.
16. Each department/service and Associate will identify equipment that requires competency

Montefiore Einstein

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Orientation and Continuing Education
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-18
	PAGES: 3 of 3
	DATE ISSUED: 8/11/97
	DATE REVIEWED/REVISED: 11/07/23

assessment. In addition, each department/service will describe and document the process for assessing and maintaining an Associate's competence in the use of the equipment.

DEFINITIONS:

Orientation: The process by which Associates are introduced to the organization, divisional and unit philosophy, goals, policies and procedures, role expectations, physical facilities and special services. Orientation is provided at the time of employment and at other times when changes in roles and responsibilities occur.

Continuing Education: Planned educational activities intended to build upon the educational and experiential bases of the Associate for the enhancement of practice, education, administration, and research or theory development to the goal of improving the health of the public.

In-service Education: Activities intended to assist the Associate in acquiring, maintaining and/or increasing competence in fulfilling the assigned responsibilities specific to the expectations of Montefiore.

Competence: The possession of the ability, knowledge and/or skills necessary to fulfill role responsibilities with desirable outcomes under the varied circumstances of the real world.


Competency: The actual performance in a designated setting, consistent with established standards of performance that are determined by the work setting and one's role in the work setting. The concept of competency incorporates the ability to integrate technical, interpersonal, and critical thinking skills into the performance of one's job.

Cross Training: The process of providing additional and/or specific training, in order for an individual to demonstrate competency in the essential skills, tasks, behaviors and knowledge necessary to function in an area other than the Associate's primary area of responsibility.

Performance Appraisal: The process of assessing the performance of an Associate in conjunction with requirements of the job.

All Medical Center Human Resources policies and practices are guidelines and may be changed, modified or discontinued at any time by the Medical Center's Senior Vice President of Human Resources, or designee, with or without notice. Exceptions do not invalidate the basic policy.

Montefiore Einstein

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Prior Service Credit
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-19
	PAGES: 1 of 2
	DATE ISSUED: 03/24/09
	DATE REVIEWED/REVISED: 11/07/23

POLICY:

This policy specifies the conditions under which prior service credit is granted to rehire Associates and how that prior service credit is applied.

POLICY APPLICABLE TO:

All Associates in full-time and part-time non-union and management positions.

PROCEDURE:


An Associate whose employment is involuntarily terminated by Montefiore due to a layoff or a severance agreement is eligible to receive credit service for service rendered prior to their most recent termination date if they had previously passed probation and is re-employed by Montefiore within 12 months of the most recent termination date.

An Associate who voluntarily terminated employment and is subsequently rehired is eligible to receive credit for service rendered prior to their most recent termination date if they had been employed by Montefiore for at least 12 consecutive months prior to their most recent termination date and is re-employed by Montefiore within 6 months of that termination date.

Credit for prior service includes the following:

- Service credit for employment and service anniversary award purposes;
- Re-establishment of the Associate's Choice Time accrual rate at the time of the most recent termination date;
- Restoration of the Associate's Long Term Sick Account accruals forfeited at the time of the most recent termination date; and
- Waiver of any group health and welfare plan waiting and/or non-premium subsidy periods except for Associates who were part-time and not benefits eligible at the time of the recent termination date. Note: Service credit for purposes of participation and/or vesting and restoration of any forfeited account balances under the Montefiore Medical Center tax Deferred Annuity Plan are governed by its provisions and are not affected by this policy.

Montefiore Einstein


HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Prior Service Credit
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-19
	PAGES: 2 of 2
	DATE ISSUED: 03/24/09
	DATE REVIEWED/REVISED: 11/07/23

Associates rehired by Montefiore who do not meet the eligibility criteria outlined above are provided prior service credit for service anniversary award purposes only.

Human Resources Staffing is responsible for notifying the Human Resources Information Center of any Associates who are re-employed to whom this policy should be applied. The Human Resources Information Center and Human Resources Benefits departments are responsible for implementing the policy. The Human Resources Employee and Labor Relations department is responsible for interpreting the policy in any exceptional or disputed situations.

All Medical Center Human Resources policies and practices are guidelines and may be changed, modified or discontinued at any time by the Medical Center's Senior Vice President of Human Resources, or designee, with or without notice. Exceptions do not invalidate the basic policy.

Montefiore Einstein

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Licensure, Registration & Certification
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-20
	PAGES: 1 of 2
	DATE ISSUED: 05/29/12
	DATE REVIEWED/REVISED: 11/07/23

GENERAL POLICY:

Montefiore Medical Center is responsible for ensuring that professional credentials required to perform a job are without restriction and in good standing. Primary source verification of required and current licensure, registration and/or certification must be provided as required by federal, state, and city law, rule or regulation, professional quality or accreditation standards, or Montefiore policy.

APPLICABLE TO:

All Associates who are employed in job classifications requiring a current and valid licensure, registration and/or certification by federal, state, and city law, rule or regulation, professional quality or accreditation standards, or Montefiore policy must be verified directly from the issuing Agency. Associates in such classifications will not be permitted to practice or perform job duties at Montefiore without a current and valid license, registration and/or certification. This policy does not apply to certifications that are optional or voluntary and are not prerequisites for employment or professional practice.


PROCEDURE:

Primary source verification of original documents attesting to licensure, registration and/or certification of new Associates is conducted by Human Resources Staffing & Recruitment and/or The CMO Credentialing and Provider Information Department. The actual document must be verified, and a copy made for both the Human Resources file and the hiring Manager's file. This verification must be made with the issuing Agency and must be completed prior to an Associate's first day of work.

Thereafter, it is the responsibility of each Associate to maintain a current and valid license, registration and/or certification. Additionally, each Associate must promptly notify their Manager if they are under investigation by an external governing authority or if their license, registration and/or certification has been suspended or revoked or placed on probation. Failure to provide prompt notice could lead to disciplinary action, up to and including termination. Managers are required to notify Human Resources immediately.

Associates who fail to maintain a current and valid license, registration and/or certification by the close of business on the expiration date will be placed off duty without pay. Managers must immediately notify Human Resources if an Associate has been placed off duty. If the Associate is represented by a union, then the Human Resources Department will notify the appropriate union that this action has been taken. Failure to present evidence of current New York State licensure, registration and/or certification within seven (7) calendar days will result in termination of employment.

Montefiore Einstein


HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Licensure, Registration & Certification
APPROVED:  DAVID BRODSKY	POLICY NUMBER: II-20
	PAGES: 2 of 2
	DATE ISSUED: 05/29/12
	DATE REVIEWED/REVISED: 11/07/23

It is the responsibility of each department to monitor the status of each Associate's license, registration and/or certification. Managers may not permit an Associate whose license, registration and/or certification has expired to continue working. Managers must validate that licensure, registration and/or certification is current prior to expiration by primary source verification through the issuing agency. Managers must print the verification and place in the Associate's personnel file. Any Manager allowing an Associate to work with an expired or invalid license, registration and/or certification that is required by law, rule, regulation or policy may also be subject to corrective action.

In some job classifications, as permitted by law, regulation or policy, Associates are hired with the expectation that they will obtain a license, registration or a certification within a defined period after commencing employment. An Associate's failure to obtain such license, registration or certification will result in the termination of their employment.

Failure to submit evidence of renewal prior to expiration date may result in disciplinary action up to and including termination.

All Medical Center Human Resources policies and practices are guidelines and may be changed, modified or discontinued at any time by the Medical Center's Senior Vice President of Human Resources, or designee, with or without notice. Exceptions do not invalidate the basic policy.

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Human Capital Management Policy & Procedure
APPROVED: 	POLICY NUMBER: II – 21
	PAGES: 1 of 4
	DATE ISSUED: 11/10/2014
BEN FERNANDEZ	DATE REVIEWED/REVISED: 11/10/14

GENERAL POLICY

To establish the policy and procedures for managing end user access to the SAP Human Capital Management (HCM) system.

POLICY APPLICABLE TO

These procedures apply to all SAP HCM end users.

POLICY

It is the policy of the Human Resources department that the scope of user access will be determined by the position they occupy. Users may have access to confidential information relating to positions and personnel. They will be held responsible for all transactions created with their User ID and are required to keep it secure at all times. Any misuse of confidential information is considered a violation of policy and may lead to disciplinary action including and up to termination.

The following process must be followed to provide access, training, role assignment, the SAP NWBC Icon, and User ID & Password to the incumbents occupying these positions.


The SAP HCM User Access form is a secure, fillable form with securities established to keep the form and approval intact once embedded into an email. The form must be completed and approved by a Vice President for all new and changing position access requests and a direct supervisor for existing position access requests. This process eliminates the need for manual forms and signatures to reinforce the use of electronic means as much as possible while safeguarding it to meet audit standards.

PROCEDURE

The SAP HCM User Access form is a secure, fillable form with established securities to keep the form and approval intact once embedded into an email.

The form is to be approved by a Vice President for all new and changing position access requests and a direct supervisor for existing position access requests. Once approval is obtained, the HCM team will coordinate relationship assignment activities with the security group as outlined on the form with the following process.

The following outline has been approved by the SAP HCM Executive Oversight Committee and stands as the basis of the policy and procedure for all relationship assignments.

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Human Capital Management Policy & Procedure
APPROVED: 	POLICY NUMBER: II – 21
	PAGES: 2 of 4
	DATE ISSUED: 11/10/2014
BEN FERNANDEZ	DATE REVIEWED/REVISED: 11/10/14

New SAP HCM Relationship Assignments

- New role assignments, access and training will be initiated by HCM.
 - For existing position relationships: users will inherit roles assigned to the position with their supervisor's approval.
 - For new or changing position relationships: users will be assigned roles for like positions, approved by a Vice President.
 - Completion of training is required on 3 essential courses before a User ID & Password can be assigned. This requirement does not apply to Level 2 & 3 Approvers, (Vice President and above);
- Essential Courses Include:
 1. SAP HCM Business Process Overview,
 2. Introduction to Enterprise Structure & Table of Organization, and
 3. Introduction to SAP HCM E-Forms.

Purpose for Embedding Form into an Email


The purpose of embedding the form into an email satisfies two important needs;

1. Audit requires the form to be protected and unchangeable and
2. The form remains intact during the email approval (reply) process unlike attaching a document in Outlook.

Process to Embed Access Form into an Email & Receiving Approval

The form needs to be embedded into the email to validate the form which is being approved. To do so;

1. Open up the SAP HCM User Access form. Complete the form according to the instructions on the form and save it.
2. Open up a new email in Outlook. Address the email to the appropriate Vice President with new or changing relationship requests or direct supervisor with existing relationship requests for access to SAP HCM.
3. From within the body of the email,
 - a. Click on the Insert tab in the tool bar,
 - b. Click on Object in the tool bar,
 - c. Click on Create from file tab, browse and find the folder with the saved form.
4. The completed form will embed within the body of the email.

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Human Capital Management Policy & Procedure
APPROVED: 	POLICY NUMBER: II – 21
	PAGES: 3 of 4
	DATE ISSUED: 11/10/2014
BEN FERNANDEZ	DATE REVIEWED/REVISED: 11/10/14

5. Send email for approval.
6. Once approval is obtained, the user will send to SAPHCM@Montefiore.org.
7. HCM will review and create the relationship for access.
8. Training will deploy the mandatory training requirements to be completed within 30 days.
9. BIS Security will build role assignment and send the User ID and initial password, using the approved email template.
10. The user will need to contact the IT Help Desk and request the SAP NWBC icon to be deployed to their computer directly.

BIS Approved Email Template:

Welcome to SAP Human Capital Management (HCM). The **HCM Production environment**, (highlighted below) is to be used for all Position Control and Personnel Administration actions in SAP NWBC (Net Weaver Business Client).

Your User ID and Password are listed below;

User ID: _____ (lower case)

Initial Password: _____ (case sensitive; please make sure you capitalize the first letter)

Log in using this icon:




SAP NWBC

Production Environment on SAP Human Capital Management (HCM) – Human Resources

System Selection		
Name	Description	Server
01) FI/MM Production	01) PRD	https://sapprd.montefiore.org/nwbc
02) FI/MM Quality Assurance	02) QAS	https://sapqas.montefiore.org/nwbc
03) FI/MM Development	03) DEV	https://sapdev.montefiore.org/nwbc
04) FI/MM Test	04) TST	https://sapst.montefiore.org/nwbc
05) HCM Production	05) HP1	https://saphcmprd.montefiore.org/nwbc
06) HCM Quality Assurance	06) HQ1	https://saphcmqas.montefiore.org/nwbc
07) HCM Development	07) HD1	https://saphcmdev.montefiore.org/nwbc
08) HCM Test	08) HT1	https://saphcmtst.montefiore.org/nwbc
09) BW Production	09) BP1	https://sapbwprd1.montefiore.org/nwbc

Once you've logged into SAP NWBC, choose the HCM Production system to access the E-forms relating to Position Control and Personnel Actions. When you log on for the first time, the system will prompt you to change your password. The SAP HCM system requires you to change your password

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Human Capital Management Policy & Procedure
APPROVED: 	POLICY NUMBER: II – 21
	PAGES: 4 of 4
	DATE ISSUED: 11/10/2014
BEN FERNANDEZ	DATE REVIEWED/REVISED: 11/10/14

every 90 days and it must be at least 8 characters in length and contain a minimum of 1 uppercase, 1 lowercase and 1 numeric character.

For questions regarding your User ID and password, please contact the **BIS Security Team at 914-378-6339**; to assist you, Monday – Friday between the hours of 8:30am-5:00pm.

The user access form and step by step instructions are available on the Human Resources Intranet under, SAP HCM, New User Access.

All Medical Center Human Resources policies and practices are guidelines and may be changed, modified or discontinued at any time by the Medical Center's Senior Vice President of Human Resources, or designee, with or without notice. Exceptions do not invalidate the basic policy.