


# Montefiore Einstein

<b>HUMAN RESOURCES POLICY AND PROCEDURE MANUAL</b>	<b>SUBJECT: Exceptions to Human Resources Policy and Procedure Manual</b>
<b>APPROVED:</b> 	<b>POLICY NUMBER: I-4</b>
	<b>PAGES: 1 of 1</b>
	<b>DATE ISSUED: 06/01/69</b>
<b>DAVID BRODSKY</b>	<b>DATE REVIEWED/REVISED: 11/06/2023</b>

## GENERAL POLICY:

It is the policy of Montefiore Medical Center to maintain a current Human Resources Policy and Procedure Manual that informs Associates of new and/or modified policies and procedures that affect them. All Medical Center Policies and Procedures are guidelines and may be changed, modified or discontinued at any time by the Senior Vice President of Human Resources, or designee, with or without notice. Exceptions do not invalidate the basic policy.

## POLICY APPLICABLE TO:


All Associates (including, but not limited to, employed physicians, attending physicians, house staff, students) and vendors, independent contractors, agency workers and volunteers.

## PROCEDURE:

1. If an exception is approved, a copy of the approved exception shall be placed in the departmental personnel file of the affected Associate to indicate that it is an exception and not a regular practice.
2. Management may make an exception that does not undermine the principal and purposes of the policy. The Senior Vice President of Human Resources, or designee, must approve exceptions to policies and procedures, except as otherwise provided in the specific policies in this manual.
3. The Human Resources Policy and Procedure Manual cannot specify the fine details of each policy. Accordingly, its application involves interpretation consistent with the policy's express purposes. It does not constitute an express or implied contract or promise. It is not intended as a contract or a promise of specific terms or employment for any specific period and does not alter the employment-at-will relationship in any way.

*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

<b>HUMAN RESOURCES POLICY AND PROCEDURE MANUAL</b>	<b>SUBJECT:</b> <b>Approving Authority Personnel Actions</b>
<b>APPROVED:</b>   <b>DAVID BRODSKY</b>	<b>POLICY NUMBER: I-5</b>
	<b>PAGES: 1 of 1</b>
	<b>DATE ISSUED: 12/20/76</b>
	<b>DATE REVIEWED/REVISED: 11/06/23</b>

## GENERAL POLICY:

Changes to the Medical Center's Table of Organization (including hires, discharges, transfers and promotions) have an effect on the operating costs of the Medical Center and require the prior approval of an Operational Vice President or their designee.

## POLICY APPLICABLE TO:


All Management Associates.

## PROCEDURE:

1. It is the Department Head's responsibility to initiate the requested change through Workflow to obtain the necessary approvals for implementation of the change.
2. The Director of Compensation, or designee, will ensure through Workflow that changes to salary and job classification are in compliance with policies and are properly documented for the file.
3. The Department of Human Resources will provide necessary guidance to all management levels to ensure compliance with policies, provide guidance for those recommendations requiring compensation evaluations and ensure compliance with the collective bargaining unit agreements.

*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

<b>HUMAN RESOURCES POLICY AND PROCEDURE MANUAL</b>	<b>SUBJECT:</b> <b>Confidentiality of an Associate's Personnel Information</b>
<b>APPROVED:</b>   <b>DAVID BRODSKY</b>	<b>POLICY NUMBER: I-6</b>
	<b>PAGES: 1 of 3</b>
	<b>DATE ISSUED: 05/12/81</b>
	<b>DATE REVIEWED/REVISED: 11/06/23</b>

## GENERAL POLICY:

It is the policy of Montefiore Medical Center to consider information about its Associates as confidential and to respect the need for protecting each Associate's privacy.

## POLICY APPLICABLE TO:

All Associates (including, but not limited to, employed physicians, attending physicians, house staff, students) and vendors, independent contractors, agency workers, and volunteers.

## PROCEDURE:

### 1. Collection of Associate's Information

The Medical Center will only collect and retain personal information that is needed to conduct its business, administer its personnel policies or benefits program, or which is required by law.

### 2. Possession and Retention of Associate's Information

Information and files on current, former and retired Associates will be maintained by the Human Resources Information Center (HRIC) and by the Supervisor for current Associates.

### 3. Disclosure of Associate's Information

No medical information will be released to any third party without the written approval of the Medical Center's Occupational Health Services and the affected Associate. The filing of a claim under a benefit program or law constitutes consent by the Associate for release of information in processing such claim.


### 4. Disclosure of Associates Information Within the Medical Center

Disclosure of information about an Associate shall be limited to business purposes.

### 5. Disclosure of Associate's Information Outside the Medical Center

- a. The Medical Center will disclose information about an Associate to the extent the disclosure is required by law, or by the collective bargaining agreement, or in order to administer benefits, welfare and pension plans, or as expressly authorized by the

# Montefiore Einstein

<b>HUMAN RESOURCES POLICY AND PROCEDURE MANUAL</b>	<b>SUBJECT:</b> <b>Confidentiality of an Associate's Personnel Information</b>
<b>APPROVED:</b>   <b>DAVID BRODSKY</b>	<b>POLICY NUMBER: I-6</b>
	<b>PAGES: 2 of 3</b>
	<b>DATE ISSUED: 05/12/81</b>
	<b>DATE REVIEWED/REVISED: 11/06/23</b>


Associate.

- b. In the case of government requests about an Associate, the Medical Center will notify the Associate. If such requests are confidential, the Medical Center will seek legal counsel before notifying the Associate.
- c. The Medical Center will verify to non-governmental entities only the date of an Associate's employment and position held. An exception will be made if the Associate authorizes the release of additional information, in writing, and holds the Medical Center harmless for such disclosure.
- d. The Medical Center will provide information to the union representing an Associate as required to administer the collective bargaining agreement.
- e. Medical information and copies of medical information may be provided to an Associate's personal physician with the Associate's written approval.
- f. The Medical Center will not disclose an associate's personnel file because of the employee's participation in a workplace complaint or proceeding. Disclosure of a personnel file, however, may be permitted when otherwise required or permitted by law.
- g. Inquiries received from outside the Medical Center will be referred to the Human Resources Information Center (HRIC).
- h. Unless restricted herein, the Medical Center will decide when, to whom, and what information may be disclosed.

## 6. Associate's Access to Files

- a. Upon request, Associates will be advised concerning the kinds of files maintained by the Medical Center which contain personal information.
- b. Upon request and with reasonable advance notice, an Associate may only examine their departmental personnel file during scheduled office business hours. However, the following will not be available: investigative materials; references; files containing potential or actual proceedings; materials related to investigations or litigation and salary or other information regarding other Associates. A management representative will always be present while an Associate is

# Montefiore Einstein

<b>HUMAN RESOURCES POLICY AND PROCEDURE MANUAL</b>	<b>SUBJECT:</b> <b>Confidentiality of an Associate's Personnel Information</b>
<b>APPROVED:</b>   <b>DAVID BRODSKY</b>	<b>POLICY NUMBER: I-6</b>
	<b>PAGES: 3 of 3</b>
	<b>DATE ISSUED: 05/12/81</b>
	<b>DATE REVIEWED/REVISED: 11/06/23</b>

examining such information.


## 7. Correcting and/or Updating Associate's Files

- a. Inaccurate or incomplete information shall be corrected. An Associate has the right to submit a written statement concerning any information they feel is inaccurate, incomplete or unfair. A copy of this statement will be placed in the Associate's departmental personnel file and remain there as long as the information in question is in the file. A copy of the statement will be provided to the Associate's Supervisor.
- b. Associates are responsible for promptly notifying HRIC in writing regarding changes in the following:
  - Address or telephone number
  - Person to notify in case of accident or emergency
  - Legal Name Change (Forms on MMC Intranet)
- c. Associates are responsible for providing written notification to the Human Resources Information Center regarding changes in the following:
  - Number of tax exemptions
- d. Associates are responsible for providing written notification to the Benefits Department regarding changes in the following:
  - Marital or dependent status
  - Insurance beneficiary
  - Benefit status

*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

<b>HUMAN RESOURCES POLICY AND PROCEDURE MANUAL</b>	<b>SUBJECT:</b> Associate <u>Personnel File</u>
<b>APPROVED:</b>   <b>DAVID BRODSKY</b>	<b>POLICY NUMBER:</b> I-7
	<b>PAGES:</b> 1 of 2
	<b>DATE ISSUED:</b> 03/15/85
	<b>DATE REVIEWED/REVISED:</b> 11/06/2023

## GENERAL POLICY:

It is the policy of Montefiore Medical Center to maintain a confidential, current, accurate and complete personnel file for each Associate.

## POLICY APPLICABLE TO:


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

## PROCEDURE:

It is the responsibility of Human Resources to create an Associate's personnel file as each Associate is hired and transferred. It is the responsibility of the Department Manager to maintain that file during the Associate's working career at the Medical Center. The file may be paper and/or electronic and will be identified with the Associate's name and the ID number. The file will be maintained in the department and will consist of required documents as defined by the Personnel File Checklist.

- Health related information will not be maintained in the personnel file.
- The file will be maintained with all other active Associate files until the Associate is terminated.
- Associates may review their personnel file by written request to the Supervisor. A Manager/Supervisor must be present during the review.
- Representatives of government or law enforcement agencies, in the course of their business, may be allowed access to file information. This decision will be made at the discretion of the Human Resources Department in response to the request, a legal subpoena or court order.
- Associates are not permitted to remove any documents from the personnel file but may provide a written response to any document in the personnel file. Written responses will be attached to the original document in the personnel file.
- Associates may also request to receive a copy of one or more documents in their personnel file. Requests for copies must also be made in writing to the Supervisor.
- Files should be reviewed on a regular basis. Tracking of licensure and required certifications should be conducted on an ongoing basis in compliance with HR Policy II-20 Licensure, Registration & Certification.

# Montefiore Einstein


<b>HUMAN RESOURCES POLICY AND PROCEDURE MANUAL</b>	<b>SUBJECT:</b> <b>Associate Personnel File</b>
<b>APPROVED:</b>   <b>DAVID BRODSKY</b>	<b>POLICY NUMBER: I-7</b>
	<b>PAGES: 2 of 2</b>
	<b>DATE ISSUED: 03/15/85</b>
	<b>DATE REVIEWED/REVISED: 11/06/2023</b>

- Terminated Associate files should be maintained in accordance with Administrative Policy Record Retention JL 10.1. Thereafter, they should be archived by the department.

?

*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

<b>HUMAN RESOURCES POLICY AND PROCEDURE MANUAL</b>	<b>SUBJECT:</b> <b>Classification of Employment</b>
<b>APPROVED:</b>   <b>DAVID BRODSKY</b>	<b>POLICY NUMBER: II-1</b>
	<b>PAGES: 1 of 2</b>
	<b>DATE ISSUED: 05/16/85</b>
	<b>DATE REVIEWED/REVISED: 11/07/23</b>


## GENERAL POLICY:

Associates may be classified in not more than one of the following categories:

- ① **FULL-TIME REGULAR ASSOCIATES:** An Associate is hired to work a full normal schedule and has been employed to serve for an indefinite period of time. Full-time regular Associates who are occupying temporary positions must be returned to their former position, transferred or terminated from the payroll at the end of the temporary assignment.
- ② **FULL-TIME TEMPORARY ASSOCIATES:** An Associate hired to work a full normal schedule for a stated, limited period of time, not to exceed six (6) months in duration or the length of the leave of absence or vacation of the Associate being replaced. The Associate must be so informed at the time of hire.
  - For positions covered by the League/Local 1199 contract, see Article VIII of the collective bargaining agreement for details.
  - For positions covered by the NYSNA contract, see Section 4 of the collective bargaining agreement for details
- ③ **PART-TIME REGULAR ASSOCIATES:** An Associate hired to fill a regular position for less than a full normal schedule for an indefinite period of time.
  - For positions covered by the League/Local 1199 contract, part-time regular Associates are Associates hired to fill a regular position of less than the full normal schedule but more than one-fifth (1/5) of the full normal weekly schedule, for an indefinite period of time. Part-time regular Associates who work the equivalent of full time for a four month period must be converted to full time unless they are working on a special project, filling in for Associates who are on a leave of absence, vacation or for emergency coverage, except if the Associate is specifically hired for permanent vacation relief and/or permanent leave of absence relief. See Article I of the contract for details.
  - For positions covered by the NYSNA contract, part-time regular Associates are Associates hired to fill a regular position for less than the full normal bi-weekly schedule but equal to or greater than one-half (1/2) of the full normal bi-weekly schedule, for an indefinite period of time. See Section 4 of the contract for details.



# Montefiore Einstein

<b>HUMAN RESOURCES POLICY AND PROCEDURE MANUAL</b>	<b>SUBJECT:</b> <b>Classification of Employment</b>
<b>APPROVED:</b>   <b>DAVID BRODSKY</b>	<b>POLICY NUMBER: II-1</b>
	<b>PAGES:</b> 2 of 2
	<b>DATE ISSUED:</b> 05/16/85
	<b>DATE REVIEWED/REVISED:</b> 11/07/23

④

**PART-TIME TEMPORARY ASSOCIATES:** An Associate hired to work less than a full normal schedule, for a stated, limited period of time, not to exceed six (6) months in duration or the length of the leave of absence or vacation of the Associate being replaced. The Associate must be so informed at the time of hire.

For positions covered by the League/Local 1199 contract, see Article VIII of the collective bargaining agreement for details.

For positions covered by the NYSNA contract, see Section 4 of the collective bargaining agreement for details.


⑤

**CONTINGENT ASSOCIATES (Per Diem, Per Visit):** An Associate hired to work an intermittent schedule or a regular schedule of one fifth (1/5) or less of the workweek. These Associates work on an "as needed" rather than on a "scheduled" basis.

- For positions covered by the League/Local 1199 contract, the Associate should not work more than 16 shifts within any 13 week period (see Article I of the contract).
- For positions covered by the NYSNA contract, see Section 4 of the collective bargaining agreement for details.

*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

<b>HUMAN RESOURCES POLICY AND PROCEDURE MANUAL</b>	<b>SUBJECT: Additional and Deletions to the Table of Organization</b>
<b>APPROVED:</b>   <b>DAVID BRODSKY</b>	<b>POLICY NUMBER: II-2</b>
	<b>PAGES: 1 of 1</b>
	<b>DATE ISSUED: 08/01/69</b>
	<b>DATE REVIEWED/REVISED: 11/07/23</b>

## GENERAL POLICY:


1. All additions to the Table of Organization (TO) must be approved by the Vice President of Operations or designee.
2. All replacements in budgeted TO positions must be approved by the Vice President of Operations or designee.
3. When an Associate is terminated for any reason, the position will be considered cancelled unless a request for a replacement is received.

## PROCEDURE:

1. Replacement of Existing Position: Supervisors should notify the Human Resources Department when job vacancies are expected so that an in-house recruitment can be started before vacancies occur. The Human Resources department will not refer in-house candidates for interview nor recruit from outside sources until the Requisition for Personnel (RFP) form has been properly approved.
  - a. The RFP form should be completed in full by the Supervisor and submitted to the Human Resources Department along with the Termination form which should include all unused vacation and holiday time.
  - b. The Human Resources Department will verify the information on the requisition and have Attendance Control verify the data on vacation and holidays. The Human Resources Department may also consider the possibility of a grade change for the position. Refer to policy IV-9- Wage and Salary Policies- Scale Associates.
  - c. The RFP form will be sent to the appropriate Supervisor for approval, along with information on vacation and free days being paid.
  - d. After the Supervisor has approved the RFP, it will be sent back to the Human Resources Department so that the recruitment process can be started.
2. Additions to the Table of Organization: When the requisition for personnel is for an addition to the TO, the above procedure should be followed. A job description should accompany new positions requests.

*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

<b>HUMAN RESOURCES POLICY AND PROCEDURE MANUAL</b>	<b>SUBJECT: Recruitment Advertising</b>
<b>APPROVED:</b>   <b>DAVID BRODSKY</b>	<b>POLICY NUMBER: II-3a</b>
	<b>PAGES: 1 of 2</b>
	<b>DATE ISSUED: 07/01/92</b>
	<b>DATE REVIEWED/REVISED: 11/07/23</b>

## GENERAL POLICY:

The selection and utilization of Recruitment Advertising agency and associated budget will be the responsibility of the Senior Vice President, Human Resources or designee. The recruitment advertising program, in coordination with other marketing efforts, will provide a cost efficient and consistent program for the Medical Center.

## PROCEDURE:

### Selection

The selection of an agency will be based on its ability to develop and deliver a creative, integrated and measurable recruitment strategy.

### Contractual Agreement

The Medical Center will enter into an agreement subject to the Medical Center's policy for the purchasing of goods and services.

### Recruitment and Advertising Budget

As the recruitment of new Associates (except Physicians) is the responsibility of the Human Resources Department, the recruitment-advertising budget will be consolidated under Human Resources. This budget will be used to fulfill the annual staffing plan and approved vacancies.


### Advertising

All recruitment and advertising including, but not limited to, allied health, management, nursing and support staff will be coordinated through the Human Resources Staffing Department.

HR Staffing is responsible for a branding strategy, maintaining advertising standards, monitoring the cost effectiveness of the program and the placement of the advertising.

HR staffing will work with the hiring unit to develop accurate copy and determine appropriate media. The service of the advertising agency will be utilized to edit copy, layout and place advertisement in selected outlets.

# Montefiore Einstein


<b>HUMAN RESOURCES POLICY AND PROCEDURE MANUAL</b>	<b>SUBJECT:</b> <b>Recruitment Advertising</b>
<b>APPROVED:</b>   <b>DAVID BRODSKY</b>	<b>POLICY NUMBER: II-3a</b>
	<b>PAGES: 2 of 2</b>
	<b>DATE ISSUED: 07/01/92</b>
	<b>DATE REVIEWED/REVISED: 11/07/23</b>

The Director of Staffing or designee of the Senior Vice President of Human Resources will review and approve all recruitment advertising for the Medical Center.

The cost of recruitment advertising will be the responsibility of HR Staffing. Recruitment advertising placements without the approval of Staffing and outside of the designated agency will not be paid by HR Staffing.

*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

<b>HUMAN RESOURCES POLICY AND PROCEDURE MANUAL</b>	<b>SUBJECT:</b> <b>Associate Referral Program</b>
<b>APPROVED:</b>   <b>DAVID BRODSKY</b>	<b>POLICY NUMBER: II-4b</b>
	<b>PAGES: 1 of 3</b>
	<b>DATE ISSUED: 02/01/94</b>
	<b>DATE REVIEWED/REVISED: 11/07/23</b>

## POLICY

The Associate Referral Program (ARP) policy will provide a cost-effective source of qualified candidates for market scarce employment opportunities at Montefiore Medical Center.

## APPLIES TO

All associates of Montefiore in an active status or who are on an authorized leave of absence at both the time of referral and the time the referred candidate completes the probationary period, or other specified time frame as indicated during the rollout of the program, except:

- Associates involved in the Human Resources functions and/or the employment process.
- Associates involved in recruitment for their own area of responsibility.
- Executives at the level of Vice-President and above.

Voluntary attending physicians and volunteers providing service through Montefiore's Volunteer office will be eligible to participate under the same conditions as Montefiore Associates.

## ELIGIBLE REFERRALS


A person who is not a current associate of Montefiore is an eligible referral with the exception of:

- Per Diems or agency temporary personnel.
- Individuals who have applied to Montefiore in the past six (6) months (walk-in or agency referral).
- Individuals who respond to employment advertisements.

**NOTE:** A referral is valid for a period of one (1) year



# Montefiore Einstein

<b>HUMAN RESOURCES POLICY AND PROCEDURE MANUAL</b>	<b>SUBJECT:</b> <b>Associate Referral Program</b>
<b>APPROVED:</b>   <b>DAVID BRODSKY</b>	<b>POLICY NUMBER: II-4b</b>
	<b>PAGES: 2 of 3</b>
	<b>DATE ISSUED: 02/01/94</b>
	<b>DATE REVIEWED/REVISED: 11/07/23</b>

## POSITIONS AUTHORIZED FOR REFERRAL

Positions designated “market scarce” and authorized for referral will be identified and announced by the Human Resources Department. Departments will receive notice of the “market scarce” designation and an authorization memo of their participation in the ARP.

## REFERRAL GUIDELINES

If the referred or referring associate terminates for any reason (resignation or involuntary separation) within the probationary period or other specified time frame indicated during the rollout of the specific program, the associate who made the referral is ineligible for the cash award.

Two (2) associates cannot refer the same candidate. In cases where a candidate is referred by two (2) associates, the referring associate who submits the resume that is received first in the HR Recruitment and Staffing department will be considered the ARP eligible associate. Telephone/verbal referrals will not be accepted.

Referrals are not retroactive and are valid for the time that the position(s) is/are classified as “ARP eligible.”

## AWARDS

An award of \$1,000 or another specified amount will be paid to the eligible associates.


The award will be made the month following the new associate having completed the probation period or other specified time frame, whichever is greater.

Time lost during unpaid leaves of absence that exceed thirty (30) days and periods of Per Diem employment will not count toward satisfaction of the service requirements.

The award will be made in a separate check and will be reported as income on the associate’s W-2 form. For those who are not on our payroll system (voluntary Attending Physicians and Volunteers), Accounts Payable will issue checks and the recipient will receive a 1099 form at year-end for tax purposes.

The awards are charged to the hiring department.

# Montefiore Einstein

<b>HUMAN RESOURCES POLICY AND PROCEDURE MANUAL</b>	<b>SUBJECT:</b> <b>Associate Referral Program</b>
<b>APPROVED:</b>   <b>DAVID BRODSKY</b>	<b>POLICY NUMBER: II-4b</b>
	<b>PAGES: 3 of 3</b>
	<b>DATE ISSUED: 02/01/94</b>
	<b>DATE REVIEWED/REVISED: 11/07/23</b>

## REFERRAL PROCEDURE

The online job posting of the Careers section of the Talent Management system will indicate ARP eligible positions.

The referring associate will review the posted ARP eligible positions and use the “refer a friend” function within the system to refer the candidate. All referrals must have a current resume attached at the time of referral.

The referred candidate’s resume will be reviewed by the HR Recruitment and Staffing department to verify if the candidate meets the qualifications for the position and to determine what action will be taken:

- If the candidate meets the requirements of a current ARP eligible position, they will be invited to complete an online application.
- If the candidate does not satisfy the requirements for the current ARP eligible position, the resume is retained on file.

## HIRING PROCEDURE


When a candidate is hired through ARP, all normal hiring procedures apply.

Payment for the referring associate will be initiated by the HR Recruitment and Staffing office with approval from the Director, HR Recruitment and Staffing or their designee and the Hiring Manager for the position that was hired into.

All regulations regarding the procedures, guidelines and eligibility requirements are subject to change.

*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

<b>HUMAN RESOURCES POLICY AND PROCEDURE MANUAL</b>	<b>SUBJECT:</b> <b>New Associate and Transfer Orientation</b>
<b>APPROVED:</b>   <b>DAVID BRODSKY</b>	<b>POLICY NUMBER: II-6</b>
	<b>PAGES:</b> 1 of 2
	<b>DATE ISSUED:</b> 09/01/64
	<b>DATE REVIEWED/REVISED:</b> 11/07/23

## GENERAL POLICY:

It is the policy of Montefiore Medical Center to provide a general orientation for all new Associates and a departmental and job-specific orientation for new and transferred Associates. This orientation process, from general to departmental to job-specific, provides initial training and information. It also assists in assessing an Associate's ability to fulfill specified responsibilities while promoting safe and effective job performance.

## POLICY APPLICABLE TO:

All New Associates excluding Physicians and House Staff.


## PROCEDURE:

### 1. New Associate Orientation Program:

It is the responsibility of the Montefiore Learning Network to coordinate the New Associate Orientation (NAO) program. New Associates must complete NAO before reporting to their respective departments. NAO includes the following topics;

- a. Introduction to the Montefiore Environment
  - i. Montefiore Medical Center Mission and Vision Statements
  - ii. Standards of Behavior
  - iii. History and Organizational Structure
  - iv. Managed Care Environment
  - v. Diversity/Cultural Competency
  - vi. Teamwork
  - vii. Patient & Family Centered Care
  - viii. Montefiore's Community Involvement
  - ix. Montefiore IT and Intranet
  - x. Associate Wellness
- b. Risk Management
  - i. Incident Reporting for the Department of Health
  - ii. Insurance Coverage
  - iii. Patient's Bill of Rights
  - iv. Advanced Directive (Living will or Proxy Law)
  - v. Compliance & HIPPA
- c. Infection Control


# Montefiore Einstein

<b>HUMAN RESOURCES POLICY AND PROCEDURE MANUAL</b>	<b>SUBJECT: New Associate and Transfer Orientation</b>
<b>APPROVED:</b>    <b>DAVID BRODSKY</b>	<b>POLICY NUMBER: II-6</b>
	<b>PAGES: 2 of 2</b>
	<b>DATE ISSUED: 09/01/64</b>
	<b>DATE REVIEWED/REVISED: 11/07/23</b>

- i. General Infection Control Issues
    - ii. Universal Safeguards
    - iii. Tuberculosis
  - d. Fire & Safety and Emergency Preparedness
    - i. RACE Procedure
    - ii. PASS Procedure and Types of Extinguishers
    - iii. Fire Bell System
    - iv. Evacuation
    - v. Hazard Communication – Toxic Substances and MSDS Sheets
    - vi. Safe Practice for Medical Equipment
    - vii. Security including Code Adam
    - viii. Maintaining a Violence Free Work Environment
    - ix. Disaster Preparedness
  - e. Quality Improvement
    - i. Customer Service, Press Ganey/HCAHPS
    - ii. Customer Driven Quality
    - iii. Interpreter Services
  - f. Unlawful Harassment and Non-Retaliation
  - g. National Patient Safety Goals
2. New and Transferred Associates Departmental Orientation Program:
- Department Heads and Supervisors are responsible for conducting departmental and job-specific orientations for all new Associates and Associates transferring into the department. The attached Departmental Orientation Checklist (available on the intranet in the Manager's Toolkit and provided during New Associate Orientation) should be conducted when your new Associate begins. The checklist should be signed by the Associate and the Manager and placed in the Associate's departmental personnel folder.

*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

<b>HUMAN RESOURCES POLICY AND PROCEDURE MANUAL</b>	<b>SUBJECT:</b> Probationary Period
<b>APPROVED:</b>   <b>DAVID BRODSKY</b>	<b>POLICY NUMBER:</b> II-7
	<b>PAGES:</b> 1 of 3
	<b>DATE ISSUED:</b> 09/01/64
	<b>DATE REVIEWED/REVISED:</b> 11/07/23

## POLICY:

It is the policy of Montefiore Medical Center that all new associates are under a probationary period. The probationary period is a trial period during which the new Associate can be evaluated in order to determine whether they should become a regular Associate and remain in the new position.

## POLICY APPLICABLE TO:

All Associates (including, but not limited to, employed physicians, attending physicians, house staff, students, vendors, independent contractors, and volunteers). All newly hired or rehired regular Associates and all Associates who are transferred or promoted will work for a probationary period.

## PROCEDURE:


A newly hired or rehired Associate, whose performance is in the judgment of their Department Head, not satisfactory for the job, may be terminated without notice during the probationary period, including those in a promotional or transfer positions.

The length of the probationary period is as follows:

1199 Associates (includes Physical Therapists but excludes Social Workers) covered by the League/1199 Collective Bargaining Agreement	90 Days from date of employment, excluding time lost for sickness and other leaves of absence* 4 Months for Part-Time Associates (working less than 3/5 of the regular work week).*
1199 Social Worker	6 Months (Full-Time and Part-Time)*
Associates referred by the League/1199 Central Placement Office (CPO)	30 Days (Full-Time and Part-Time)
Registered Nurse (1199)	90 Days from date of employment, excluding time lost for sickness and other illnesses (Full-Time)* Use formula to increase probation for Part-Time Associates working less than 3/5 of the regular hrs./week: Probationary Period = $\frac{\text{Regular hours/week}}{\text{Hours actually worked*}}$ Same as new hire for promotion and lateral transfer




# Montefiore Einstein

<b>HUMAN RESOURCES POLICY AND PROCEDURE MANUAL</b>	<b>SUBJECT: Probationary Period</b>
<b>APPROVED:</b>	<b>POLICY NUMBER: II-7</b>
	<b>PAGES: 2 of 3</b>
<b>DAVID BRODSKY</b>	<b>DATE ISSUED: 09/01/64</b>
	<b>DATE REVIEWED/REVISED: 11/07/23</b>

Registered Nurse (NYSNA)	4 Months following employment, excluding time lost for illness and other leaves (Full-Time Associate) 6 Months (Part-Time Associate) 60 Workdays for lateral transfer 60 Workdays for promotions within a clinical division within the same constituent unit 4 Months of probation for all other promotions
Special and Superior Officers Benevolent Association (SSOBA)	3 Months of employment (Full-Time and Part-Time) 1 Month for bargaining unit employee who voluntarily applies for posted position
Physical Therapists in PTCNC	60 Working Days following date of employment, (Full-Time and Part-Time)
Physical Therapists at Weiler	60 Working Days (420 hours) following date of employment
Local 30	90 Workdays from the date of employment, excluding time lost for sickness and other leaves of absence (Full-Time and Part-Time)
Non-Union, non-exempt Associates (e.g., non-union clerical)	90 days (Full-Time and Part-Time)

\*For 1199 Associates, where a new Associate is being trained for a job and spends less than 25% of their time on the job while being trained; only time on the job is counted as employment for purposes of computing the above listed probationary period.

# Montefiore Einstein

<b>HUMAN RESOURCES POLICY AND PROCEDURE MANUAL</b>	<b>SUBJECT: Probationary Period</b>
<b>APPROVED:</b>   <b>DAVID BRODSKY</b>	<b>POLICY NUMBER: II-7</b>
	<b>PAGES: 3 of 3</b>
	<b>DATE ISSUED: 09/01/64</b>
	<b>DATE REVIEWED/REVISED: 11/07/23</b>

<b>Job Title</b>	<b>Probationary Period</b>
Management Associate	6 Months
Salaried Practitioner, Professionally Appointed Ph.D. and Scientist	1 Year

In accordance with the applicable CBA, a non-exempt Associate represented by a union whose performance, in the judgment of the Department Head, is not satisfactory for the job, may return to their former position, if vacant, or to another vacant position in the same classification during the probationary period.

The Supervisor and/or site Human Resources Department will inform each Associate of the probationary period at the time of hire.


The Supervisor will give a newly hired Associate a performance evaluation at the midpoint of the probationary period and at least two (2) weeks prior to the end of the probationary period.

A non-exempt Associate transferred or promoted, who proves to be unsatisfactory for the job, will be returned to their former position, if vacant, or to another vacant position in the same classification. The incumbent in the former position will be terminated unless a transfer to another position is possible.

If a newly hired Associate proves to be unsatisfactory for the job at any time during the probationary period, the Supervisor complete a SAP HCM Termination action and once approved will be forwarded to the Human Resources department to review and finalize the 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.*

# Montefiore Einstein

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


## 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

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

## 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

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

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

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

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

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

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.*