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| <u>GENERAL</u> | <p>The Hospital is an equal opportunity/affirmative action employer. It is and has been the policy that all applicants for employment whose qualifications are commensurate with anticipated job responsibilities and position requirements will be considered and treated equal without regard to race, color, religion, sex, national origin, age, weight, height, marital status, sexual orientation, veteran status, gender identity and/or expression, or disability. Qualified applicants must be able to perform the essential functions of a job and may request a reasonable accommodation in order to do so. This is a reaffirmation of a Hospital policy of long standing. The Hospital's recruitment programs will support all organizational Diversity goals and objectives.</p> |
| <u>RESPONSIBILITY</u> | <p>It is the primary responsibility of the Human Resources Department to develop, coordinate and monitor the procedures and operations of the Hospital with respect to employment practices and equal opportunity and affirmative action programs. This also includes the responsibility to provide the supportive personnel functions and maintenance of the appropriate records to confirm our compliance with applicable laws and regulations.</p> |
| <u>CLASSIFIED AS EXEMPT OR NON-EXEMPT</u> | <p>The Hospital shall follow provisions of the Fair Labor Standards Act which state that for the purposes of wage payment, all employees shall be classified as exempt or non-exempt.</p> |
| <p>Exempt *</p> | <p>Certain executives, professional and administrative job classifications are exempt from premium pay for overtime.</p> |
| <p>Non-Exempt**</p> | <p>Those employees who are employed on an hourly wage basis shall receive overtime payments as prescribed by law for hours worked in excess of forty (40) weekly. For further details regarding application of overtime refer to Overtime Policy No. 214.</p> |

*Each exempt employee's weekly salary equation to the employee's designated hourly rate as multiplied by the product of employee's FTE status multiplied by 40 hours. This amount will be paid on a salary basis as required by the Fair Labor Standards Act.

**An hourly employee is paid on an hourly basis. Pay is calculated as hours worked multiplied by an hourly rate of pay.

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DEFINITIONS OF EMPLOYMENT

Full-Time Regular An employee hired on a forty (40) hour per week work schedule (2080 annual hours per year) on a continuous (regular) basis is classified as a full-time regular employee.

Full-Time Regular – 36 hours An employee who is hired to work three 12-hour shifts, thirty-six (36) hours a week on a continuous basis in approved job classifications.

Part-Time Regular An employee hired on a work schedule of less than forty (40) hours per week on a continuing basis is classified as a part-time employee.

Full- Time Equivalent Each employee is assigned an FTE status. FTE represents the percentage of 40 hours budgeted in a work week.

Contingent An individual hired on a day-to-day basis is classified as a contingent. Contingent assignments are considered at will, are not eligible for benefits and may be terminated at any time by the department or the individual in the contingent assignment. Individuals hired for contingent assignments must sign a Contingent Acknowledgement form prior to starting an assignment.

Agency Assistance from temporary agencies may be requested through Human Resources or the Nursing Office by department managers who require immediate temporary help within their department. Contracts for such services must be approved by Legal Affairs and Corporate Finance prior to the use of agency staff.

Co-op A high school student who spends part of the day employed in the Hospital and part going to school is considered to be a co-op employee. The combined hours of work and school may not exceed the legal maximum of hours per week allowed by the Fair Labor Standards Act. Co-ops shall not be required to work holidays. However, if they chose to work a holiday, they will not be eligible for holiday pay. All co-ops must submit a completed "Cooperative Agreement" and Work Permit, if applicable, to Human Resources prior to their start date.

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| <p><u>DEFINITIONS OF EMPLOYMENT</u> <u>(cont'd.)</u></p> <p>Resident An individual who has completed the degree requirements for their profession and who is employed by the hospital for the purpose of gaining practical experience in their field.</p> <p>Intern/Working Observer/Student Refer to Management of Education, Student Experiences and Volunteers No. 242 for definitions.</p> <p>Research Grant Employee An individual hired to perform specific duties and responsibilities as described in the official research grant documentation for a period of time which corresponds with the time allotment of the research grant.</p> <p><u>RESTRICTED EMPLOYMENT</u></p> <p>Employment of Minors Minors may not be employed unless they have reached their fourteenth (14) birthday. Minors fourteen (14) years of age and older may be considered for employment under the following conditions only:</p> <ol style="list-style-type: none"> 1. The minor produces a work permit or Co-op Agreement issued by the school district in which the minor resides. 2. Minors may not work more than six (6) days per week, nor more than an average of eight (8) hours per day or forty-eight (48) hours per week. Minors may not work more than ten (10) hours in any one day. When the minor is attending school, work and school combined cannot total more than forty-eight (48) hours per week. A minor may not work more than five (5) hours without a thirty (30) minute uninterrupted break. The department must maintain a log to record these breaks. 3. Minors, ages fourteen (14) and fifteen (15) years of age are permitted to work only between the hours of 7:00 a.m. and 9:00 p.m. from June 1st through Labor Day. When school is in session, these minors may only work until 7:00 p.m. 4. Minors, ages fourteen (14) and fifteen (15) may also not work more than eight (8) hours per day on a non-school day and three (3) hours on a school day. During non-school weeks these children may work forty (40) hours per week, however, when school is in session, such children may only work eighteen hours per week. The only exception to these rules is a Work Experience and Career Exploration Program which can be during school days and as many as twenty-three (23) hours in a school week. | | | |

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| <u>Employment of Minors</u> (continued) | 5. Minors sixteen (16) years of age and over are permitted to work only between the hours of 6:00 a.m. and 10:30 p.m. Note:When school is in recess, students may work until 11:30 p.m. | | |
| Exceptions | The following individuals are excluded from the laws pertaining to the employment of minors provided that proper documentation has been attained by the individual: 1. Sixteen (16) or seventeen (17) year old high school graduates. 2. Sixteen (16) or seventeen (17) year olds who have passed the G.E.D. exam. 3. Emancipated minors, e.g., a minor who is validly married or has been abandoned by the parents and is not dependent upon the parents for support. Minors cannot be hired for hazardous jobs such as operating or helping to operate motor vehicles on public roads, operating baking machines (except for certain machines assisting in the baking process), and operating power-driven woodworking, metal forming, punching, and sheering machines, saws or hoisting apparatus. For a complete listing, contact the Human Resources Department. | | |
| Employment of Relatives | Relatives of current employees may be employed by the Hospital on a basis provided that no relative supervises or otherwise controls the salary of the other relative. It is generally recommended that relatives not be employed in the same department. | | |
| <u>REQUISITIONS</u> | Department requests to fill positions must be submitted via the on-line position manager applicant tracking system. Human Resources will forward to appropriate administrator for approval prior to posting the position. | | |

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| <p><u>RECRUITMENT</u></p> <p>Human Resources is responsible for recruiting for all current open positions. It is further the responsibility of Human Resources to identify recruitment opportunities, career fairs, etc. and to coordinate the participation of department leaders and staff in those opportunities. Departments may refer qualified applicants for employment to Human Resources, but should not make commitments to any applicant who has not been interviewed by Human Resources.</p> <p><u>SELECTION</u></p> <p>It is the sole responsibility of the Human Resources Department to administer the interview, selection and hiring process of all new employees. Only the Human Resources Department has the authority to make job offers in order to ensure legal conformity with regards to hiring practices at Beaumont Hospitals.</p> <p><u>INTERVIEWS</u></p> <p>All applicants considered for hire must be interviewed by the Human Resources Department in order to assess the suitability of the candidate for employment. It is the responsibility of Human Resources and hiring managers to give due consideration for employment to diverse candidates among the qualified applicant pool. Supportive of the Hospital's workforce diversity objectives, Human Resources will implement, as appropriate, sourcing strategies to develop a diverse candidate pool.</p> <p><u>REFERENCES</u></p> <p>It is the responsibility of Human Resources to obtain references to assess the suitability of candidates for employment. All offers of employment are conditional upon receipt of satisfactory references.</p> <p>Excluded Provider List</p> <p>An applicant is required to disclose prior to consideration for employment whether they are, or have been, excluded from participation in the Federal Health Care Programs (FHCP). Human Resources verifies that the applicant is not currently on the excluded provider list by checking the list as part of the pre-employment background check process. Applicants that are currently excluded from participation in the FHCPs are not eligible for employment. Applicants that have previous exclusion may be considered for employment subject to full disclosure of the facts of the exclusion and evaluation by Human Resources.</p> | | | |

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REFERENCES (cont'd.)

Criminal Records

Human Resources will conduct background checks to include a review of the criminal record and sexual offender registry to determine eligibility for employment. Applicants with criminal records may be considered for employment provided full disclosure of criminal convictions at the time of application. A review of the criminal history may be sufficient basis for eliminating an applicant from further consideration for employment. Employees granted clinical privileges in departments with vulnerable patient populations will be subject to the State of Michigan Workforce Background Check Program requirements, including electronic fingerprinting.

RE-EMPLOYMENT

Recognition of Past Service

Any person who performed satisfactorily while in the employment of Beaumont Hospitals and who is considered eligible for rehire may be considered for reemployment upon submission of a new application.

Effective October 1, 2003, individuals reemployed on or after this date may be eligible for recognition of past service to the organization as outlined in this policy. Recognition of past service shall be applied only for the purpose of Combined Time Off (CTO) for rehired employees and will be subject to individual review by Human Resources. The following criteria to recognize eligible service periods for Combined Time Off (CTO) purposes shall be applied:

- ☐ The individual must have been a Regular employee during a previous service period.
- ☐ The individual's most recent period of employment shall be used to determine the beginning CTO balance.
- ☐ The individual's most recent period of service cannot be more than five years ago to be eligible for the recognition of past service.
- ☐ If the most recent period of previous employment was at least one (1) year to five (5) years of service, the rehired employee shall be granted forty (40) hours of CTO at the time of hire.
- ☐ If the most recent period of previous employment was greater than five (5) years, the rehired employee shall be granted eighty (80) hours of CTO at the time of hire.

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☐ If the employee has been rehired into a part-time position, and meets the previous employment requirements as

☐ indicated above, the employee shall receive a prorated amount of CTO hours based on the authorized FTE status of the new position.

☐ Once a determination of eligibility for recognition of past service is made and the employee's CTO bank has been seeded, the rehired employee shall accrue additional CTO hours based upon the new hire accrual rate.

☐ The rehired employee must successfully complete the 90-day probationary period before utilizing CTO hours.

The rehired employee shall be subject to the successful completion of the Probationary Period before Regular status is granted.

Date of Hire Except in the cases of military reinstatement, the date of reemployment will become the official date of hire for persons rehired by Beaumont Hospitals.

Note: Any exception regarding reemployment date of hire must be approved by the Human Resources Director.

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PHYSICAL EXAMINATION

All prospective employees (regular and contingents) must successfully complete a pre-employment physical examination, along with the associated testing requirements, to ensure that they are physically capable of performing the essential job duties of the position for which they have been hired. The pre-employment physical examination includes a drug screen, nicotine test, Tuberculosis test and chest x-ray, verification of current immunization to Rubella, Rubeola and Varicella and a physical examination by the occupational health practitioner. Also, any person whose job may involve significant exposure to patient's blood or body fluids shall be offered Hepatitis B testing and vaccination at the time of the physical examination. Applicants are not considered to be employed until all portions of the physical are satisfactorily completed which includes an acceptable nicotine test level. Applicants who test positive for nicotine will not be hired, but are eligible to reapply for employment after 6 months. If not immune to Rubella, Rubeola or Varicella at the time of the pre-placement physical, all new employees must receive appropriate vaccination or be terminated. Additionally, all new hires must have an up to date influenza vaccine or will be considered ineligible for employment. Failure to complete any part of the physical may jeopardize continued employment. The Employment Manager may authorize an employee and/or contingent to begin work prior to completing the pre-employment physical examination. (For further details refer to Pre-placement Physical Examination Procedure No. 250-1.)

REHIRES

If an employee has been terminated thirty (30) days or more, he or she must complete a new pre-employment physical examination before reemployment.

PROBATIONARY PERIOD

General

All new employees are subject to a ninety (90) day probationary period from the date of hire. The probationary period allows time for the department manager to evaluate the new employee and decide whether he or she will meet the established standards of performance for the position. At the end of the probationary period the department manager may complete an employee evaluation. (See Performance Appraisal Program Policy No. 281.)

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| Regular Status | Regular status may only be granted to an employee after the satisfactory completion of the ninety (90) day probationary period. (Refer to Regular Status Procedure No. 201-1.) | | |
| Probationary Extension | If, for any reason, a newly-hired employee has not met established standards of the position within the probationary period, the probationary period may be extended for an additional thirty (30) days. The Human Resources Department must be notified of all probationary extensions. Written documentation should be reviewed with Human Resources and the employee, to document the basis for extending the probation. (Refer to Regular Status Procedure No. 201-1). | | |
| Probationary Transfer | <p>If, for any reason, a newly-hired employee has not met established standards of the position within the probationary period, the department manager may refer an employee to Human Resources for possible transfer to another position within the Hospital. Only those employees who demonstrate desirable characteristics for employment at William Beaumont Hospital should be referred for probationary transfer.</p> <p>Such characteristics as attendance, motivation, work attitude and potential, as indicated on the probationary evaluation, will be factors used in determining suitability for transfer. Such a referral must be made at the earliest determinable date because the employee will only have until the end of the probationary period in which to accept a new position. If the employee has not secured a new position by the end of the probationary period the department manager must terminate the employee. (Refer to Dismissal During Probationary Period Procedure No. 287-4.)</p> | | |

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| <u>ORIENTATION</u> | | <p>All new employees will be scheduled to attend New Employee Orientation on their first day of employment whenever possible. All new employees must complete New Employee Orientation within the first forty-five (45) days of employment.</p> <p>All new employees must also complete a department/position specific orientation, inclusive of, but not limited to, departmental policies and procedures; the employee's job description and performance expectations, annual mandatory education, and participation in the Friend at Work program. Department orientation of new employees and, as necessary, construction workers and law enforcement agents who are assigned to guard patients, is the responsibility of department managers.</p> <p>Employees are paid their regular rate of pay while attending New Employee Orientation. Time spent in the Orientation Program shall be considered at time worked.</p> | |
| <u>LICENSURE, REGISTRATION AND CERTIFICATION</u> | | <p>All applicants required to be licensed, registered or certified shall present the original license, registration or certification to Human Resources prior to employment. Wherever possible the credential will be verified directly through primary source verification by phone, fax or Internet verification with the credentialing agency.</p> | |
| <u>TEMPORARY PERMIT</u> | | <p>In the event a temporary permit is issued to an applicant by the regulating agency, it will be the responsibility of the employee to obtain licensure or registration within the time limits stated on the temporary permit. Failure to obtain licensure or registration within the time limit will result in termination upon expiration of the temporary permit.</p> | |
| <u>TRANSFER OF STATUS</u> | | | |
| Co-op, Student to Regular | | <p>For a cooperative or student employee transferring to a regular position, the date of hire will be the start date of their regular position. The employee will be subject to a ninety (90) day probationary period beginning on the date of hire.</p> | |
| Contingency and Agency to Regular | | <p>The date of hire will be the start date of the regular position. The employee will be subject to a ninety (90) day probationary period beginning on the date of hire.</p> | |
| <u>SALARIES</u> | | <p>Human Resources is responsible for determining the starting rate of pay. For information on appropriate salary offers and guidelines, refer to the Compensation Program Policy No. 210.</p> | |

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| <p><u>INQUIRIES</u> Any questions pertaining to the Employment Program should be directed to Human Resources.</p> <p><u>DETAILED PROCEDURES</u> Regular Status Procedure No. 201-1.</p> | | | |

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