



BROWARD HEALTH
Employee Handbook



BROWARD HEALTH®

A Message from **THE PRESIDENT**



Welcome to **BROWARD HEALTH**

On behalf of our leadership team, welcome to Broward Health! Thank you for being a part of our employee family as we pursue our mission of delivering high-quality, compassionate healthcare to our patients and families.

Whether you're just beginning your career at Broward Health or you're already a member of our employee family, please take some time to read and understand your Employee Handbook. This valuable resource will help you learn more about our policies and procedures related to Human Resources (HR), Corporate Compliance, Risk Management, Safety and Security and much more.

If you have any additional questions about information in the pages ahead, please reach out to your supervisor or regional HR representative. At Broward Health, we welcome and value your expertise, contributions, diverse ideas, and suggestions.

We are so excited to welcome you to our employee family. As a valued member of our Broward Health team, we appreciate your contributions as we build a healthier future for our South Florida community.

Sincerely,

*Shane Strum
PRESIDENT & CEO, Broward Health*



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Purpose of Your EMPLOYEE HANDBOOK



This handbook offers a general summary of some policies and programs that may be useful for Broward Health employees. It also summarizes the general conditions of employment and your rights and responsibilities as an employee. All employees are required and expected to read and comply with this handbook. By doing so, it will help develop and maintain a productive and mutually beneficial employer-employee relationship.

As an employee, you will be held accountable for knowing the information in this handbook. Please note that this information could impact your Broward Health employment status. If you have any questions regarding this handbook or your employment at Broward Health, you should contact your regional HR representative. This handbook supersedes, in all aspects, any prior handbook information.

This handbook is not intended to be contractual in nature nor to form the basis for an expressed or implied employment contract and should not be relied upon as such. Employment with Broward Health is at-will unless Broward Health's president and CEO modifies this with specific contract terms in a written agreement. At-will employment means that either you, or Broward Health, may terminate employment at any time for any legitimate reason, with or without cause. However, it is important to review and comply with Broward Health's resignation policy to ensure you remain eligible for rehire should you choose to return at a later date.

The term "Broward Health" as used throughout this handbook refers to any location owned or operated by Broward Health.

BROWARD HEALTH POLICIES

Broward Health's policies are available on our employee intranet, MyPlace, under the Compliance section. This handbook does not summarize every Broward Health policy. For a complete guide to all of Broward Health's up-to-date policies, please search MyPlace or reach out to your regional Human Resources Department.

Management reserves the right to deviate from existing policies due to individual circumstances or special needs that warrant the deviation. Also, there will be situations that require a change in policies, practices and/or benefits described in this handbook. Accordingly, Broward Health reserves the right to modify, add, delete, or revise any policy, practice and/or benefit, and any provision in this handbook at any time as necessary or appropriate in its sole discretion. You will be notified of any changes through Broward Health's communication channels. Please keep this handbook readily available and promptly insert the revised material(s) so that your handbook is always current. Updated versions of Broward Health's policies are readily available to all employees on MyPlace.

Please complete the Employee Acknowledgment on your corresponding HealthStream assignment or sign the attestation form located in the back of this handbook and return to your regional Human Resources Department.

An Overview of **BROWARD HEALTH**

As one of the 10 largest public healthcare systems in the nation, Broward Health is comprised of more than 30 locations throughout Broward County, including Broward Health Medical Center, Broward Health North, Broward Health Imperial Point, Broward Health Coral Springs, Broward HealthPoint, Broward Health Ambulatory Services, and the Salah Foundation Children's Hospital at Broward Health Medical Center and Broward Health Coral Springs. With more than 10,000 affiliated physicians and employees, our Broward Health team works together to provide high-quality, personalized care to our community while using the latest medical advancements and technology.

BROWARD HEALTH MEDICAL CENTER

Broward Health Medical Center in Fort Lauderdale has been a respected leader in healthcare since its founding in 1938. As Broward Health's flagship hospital, Broward Health Medical Center offers 716 beds and is home to virtually every medical specialty, including cardiac care, maternity, neonatology, pediatrics and comprehensive stroke care. Additional services include cancer care, orthopedics, palliative care, robotics, sickle cell, surgical weight loss, an adult and pediatric Level I trauma center, and an onsite fitness center.

BROWARD HEALTH NORTH

Broward Health North in Deerfield Beach is a 409-bed hospital that provides a full continuum of care to residents in northern Broward County. Services include a comprehensive stroke center, an adult Level II trauma center, a neurological institute, a joint replacement center, cardiovascular services, a rehabilitation institute, as well as general, vascular, endovascular and neurosurgery. Recently completed capital improvement projects included a modern 36,000-square-foot Emergency Department that features 53 all-private rooms and three dedicated trauma bays, six new operating rooms, and renovations to the hospital's entrances and lobbies.



Our **MISSION**

The mission of Broward Health is to provide quality healthcare to the people we serve and support the needs of all physicians and employees.

Our **VISION**

The vision of Broward Health is to provide world-class health care to all we serve.



Our **FIVE STAR VALUES**

★
**EXCEPTIONAL SERVICE
TO OUR COMMUNITY**

★
**ACCOUNTABILITY
FOR POSITIVE OUTCOMES**

★
**VALUING
OUR EMPLOYEE FAMILY**

★
**FOSTERING AN
INNOVATIVE ENVIRONMENT**

★
**COLLABORATIVE
ORGANIZATIONAL TEAM**

BROWARD HEALTH IMPERIAL POINT

Broward Health Imperial Point in Fort Lauderdale is a 204-bed hospital dedicated to providing advanced, high-quality healthcare services to the community. With a focus on personalized care, the hospital offers many specialties, including bariatrics services, a behavioral health unit, advanced cardiac care, including interventional cardiology and heart failure treatments, primary stroke care, senior care, total joint procedures, urology care, wound care and hyperbaric medicine, and robotic surgery.

BROWARD HEALTH CORAL SPRINGS

Broward Health Coral Springs is a 250-bed community hospital providing comprehensive, medical, and surgical services since 1987. Located in the heart of Coral Springs, the hospital features more than 50 medical specialties and is a leader in addressing the healthcare needs of residents in northwest Broward County. Services include robotic surgery; cardiac care; maternity and women's services; primary stroke care; neonatal intensive care; pediatrics, including children's emergency services; a colorectal center; a heartburn center; surgical weight loss; and wound care.

BROWARD HEALTHPOINT

Broward HealthPoint, an affiliate of Broward Health, is a group of federally qualified health centers that provide high-quality, affordable healthcare and is the medical safety net for Broward County residents residing in the northern two-thirds of the county. With programs such as caregiver assistance programs, the Kinship Care Initiative for non-traditional families, care coordination programs, hundreds of classes, community relations councils and medical care for the homeless. Broward Health continues to be the leading provider of healthcare services for Broward County's uninsured and under served populations.

BROWARD HEALTH PHYSICIAN GROUP

Broward Health Physician Group is a multi-specialty network of providers that offers quality healthcare to South Florida residents. Through comprehensive services and an innovative approach to medicine, Broward Health Physician Group is committed to serving patients through every step of their healthcare journey to ensure a full continuum of care.

CHILDREN'S DIAGNOSTIC & TREATMENT CENTER

Established in 1983 as the follow-up program of the state's Regional Perinatal Intensive Care Center system, Children's Diagnostic & Treatment Center (CDTC) has grown to be one of the largest children's agencies in South Florida. Today we serve more than 11,000 children and youth annually.

The Center's focus has always been to provide medical care, case management, social services and other types of intervention to children and adolescents with chronic illnesses and development disabilities and to provide support and education to their families.

As an independent, non-profit organization, CDTC relies upon grants and private donations to provide essential care and services for our children and families. The generosity of the community ensures that no parent ever has to choose between basic living necessities and the best medical care and services for their child with special needs.

BROWARD HEALTH WESTON

Broward Health Weston is an innovative medical facility offering 78,000 square feet of the latest technological advancements in healthcare. Services at Broward Health Weston include a walk-in Urgent Care Center, a Surgery Center, a Diagnostic Imaging Center, and a Women's Center. Physician offices at Broward Health Weston offer a full array of physician services, conveniently located in the same building.

BROWARD HEALTH FOUNDATION

The Broward Health Foundation is the fundraising arm of Broward Health. The mission of the Broward Health Foundation is to improve the health of the community by providing resources to promote, support and enhance the programs and initiatives of Broward Health. The Foundation raises funds through individual, corporate and planned gifts, annual fund campaigns, special events and more. Raising funds to support Broward Health initiatives enables us to bring the most advanced technology, medical innovations, and staff support to our hospitals.

For more information about the Broward Health Foundation, call **954.712.3980**, email **BHFoundation@BrowardHealth.org** or visit **BrowardHealthFoundation.org**.



*“The strength of our team is each individual member.
The strength of each member is the team.”*

*- Phil Jackson,
Former Professional Basketball Player*

Employee Code of Conduct & CULTURE OF EXCELLENCE

EMPLOYMENT PHILOSOPHY & EMPLOYEE RELATIONS

Broward Health's policies and procedures are designed to create a positive, engaged, and collaborative work environment where diverse work groups build quality interpersonal relationships and reach their full potential while fulfilling our healthcare system's mission and vision. Consistent with these goals, Broward Health seeks to recruit and retain a diverse workforce and suppliers while fostering an environment of mutual respect and accountability. If you have questions or concerns about work conditions or terms and conditions or your employment, you are encouraged to talk openly and directly with your supervisor, regional HR representative, or the Office of Equity & Inclusion at **954.473.7323**.

Our experience has shown that when employees and supervisors/management deal openly and directly with each other, the work environment can be engaging, with clear communications and positive results. We believe that Broward Health will continue to demonstrate its commitment to employees by responding effectively to employee questions, concerns, and ideas. To protect and maintain direct employer/employee communications, we encourage you to feel free to speak up in a respectful manner and in an appropriate setting based on your concerns.

Broward Health is also committed to an employment atmosphere that is most conducive to providing opportunities for individuals to attain their personal and professional goals. We are committed to free and open communication on all topics related to your employment, with a strong emphasis on your individual rights. We support your right to speak and be heard on all issues.

At Broward Health, we are proud of our open-door policy and encourage our employees to meet and discuss relevant employment-related issues with their supervisors. If a question or issue arises that cannot be resolved with your supervisor or regional HR representative, the Office of Equity and Inclusion is available for a consultation. Please feel free to call the Office of Equity and Inclusion at **954.473.7323** to schedule an appointment.



EMPLOYEE CODE OF CONDUCT

Supporting the mission and vision of Broward Health requires commitment to compliance, integrity, and dedication to the highest ethical standards. All Broward Health workforce members, medical staff, contractors, and agents are expected to comply with our corporate compliance and ethics program, as well as applicable federal and state laws. Although we all serve in various roles at Broward Health, everyone is held to the same standard of ethics, including board members, executives, medical staff, management, employees, contractors, and volunteers. Please take the time to read and understand the Code of Conduct and how it impacts your day-to-day role at Broward Health. The Code of Conduct can be found on MyPlace under the Compliance section.

We all have the responsibility to report any matters that may be in violation of Broward Health's ethical standards. If you encounter a potential issue, please remember that you are protected from any form of retaliation or retribution for reporting issues in good faith. If you have any questions about the Code of Conduct, or wish to report any dishonest or unethical behavior, or improper business practices, please call our Corporate Compliance & Ethics hotline at **1.888.511.1370** or email at **Compliance@BrowardHealth.org**. The compliance hotline is available 24 hours per day, seven days a week. You may also file a report online on MyPlace under the Compliance section.

EQUAL EMPLOYMENT OPPORTUNITY

Broward Health is an Equal Employment Opportunity employer that provides equal employment and advancement opportunities to all individuals regardless of race, color, religion, sex, national origin, sexual orientation, marital status, disability, gender identity, genetic information, or other protected classifications, except where required or permitted by law. Employment decisions are based on qualifications, abilities, and objective measurements of performance, in compliance with all federal, state, and local anti-discrimination provisions.

REASONABLE ACCOMMODATIONS (ADA & RELIGIOUS)

Broward Health will provide reasonable accommodation to qualified employees and applicants with disabilities. A qualified individual with a disability may request reasonable accommodation by submitting a Reasonable Accommodation Form and signing the Authorization for the Release of Medical Information section to their regional HR Department. Decisions regarding an employee's/ applicant's reasonable accommodation request will be provided to the employee in writing whether they are approved or denied and the reason for the chosen accommodation.

Broward Health recognizes the importance of individually held religious beliefs in our workplace. Broward Health will make reasonable efforts to accommodate an employee's request for accommodation related to their religion, provided it does not create an undue hardship. All requests for reasonable accommodations based on religious beliefs should be referred to your regional Human Resources Department.

For more details, please refer to HR Policies:

- **"ADA/Reasonable Accommodation"**
- **"EEO/Anti-Discrimination/Harassment"**

ANTI-HARASSMENT & ANTI-DISCRIMINATION

Broward Health is committed to providing a safe working environment free from discrimination and harassment. Broward Health's policy prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants in accordance with federal, state, and local laws.

The Office of Equity and Inclusion and/or our regional Human Resources Departments will investigate all complaints in accordance with Broward Health's HR policies and procedures. Discriminatory or harassing behaviors will not be tolerated and may result in disciplinary action, up to and including termination.

There will be no retaliation or negative consequences for reporting in good faith a complaint of discrimination or harassment.

For more details, please refer to:

- **HR Policy**
“EEO/Anti-Discrimination/Harassment Policy”
- **Applicable Federal/State Regulations**

MANDATORY DISCLOSURE REQUIREMENT

All employees have an ongoing responsibility to disclose to their supervisor and/or regional HR representative material facts regarding the employee's own wrongdoing, arrest and/or criminal charges, violations by current employees. The self-reporting employee must provide a detailed statement of the occurrence and copies of any relevant documentation. The Human Resources Department will review the information for the nature and seriousness of the offense, the relation to the job duties, the employee's candor, accuracy, and full disclosure. Failure to timely self-report may be grounds for immediate disciplinary action up to and including termination.

CONFIDENTIAL INFORMATION

During the normal course of your employment, you may have access to confidential information. The types of confidential information you may encounter include, but are not limited to, employee, patient or financial information, non-public marketing information, research data, etc. There may be legal requirements that require this information be kept confidential. Whether there are legal requirements or not, it is your responsibility to maintain the security of this information.

Employees should not seek out information that is not necessary for their job. For example, an employee might have access to data for all employees or the patients in the facility. Accessing information on patients you are not directly working with, or employees without a legitimate business need (*and appropriate approval, where applicable*) would be a violation of Broward Health's policy. Sensitive subject matters should only be discussed on a need-to-know basis, in a discrete manner and in a location where it will not be overheard by others who do not have a need to know. Accessing or disclosing confidential information in violation of federal/state or local laws or Broward Health's policies may result in disciplinary actions, up to and including termination.

External requests for public records should be directed to Broward Health's records custodian (*General Counsel department*). Internal requests for confidential information should be directed to the appropriate leader for approval if the request is outside of the course of normal business.

For more details, please refer to:

- **GA Policy**
“Confidentiality and Data Security”
- **GA Policy**
“Sanctions for Non-Compliance with Information Privacy and Security”
- **GA Policy**
“Public Records Requests Policy”
- **HR Policy**
“Employee Human Resource File”
- **All HIPAA-Related Policies**

DATA SECURITY

Computer systems should be used in a manner that protects the confidentiality, integrity, and availability of electronic data since accurate and reliable data and computer systems facilitate the delivery of quality patient care and support our financial and administrative functions.

All Broward Health employees are required to sign a Confidentiality and Data Security Agreement before they are given access to Broward Health's computer systems. Once signed, you become individually responsible and accountable for all computer activity that occurs under your log-on security access. Therefore, you must not share, or allow others to use your log-on/security password. You should also log out or secure your workstation whenever you leave it so that others cannot inappropriately use your log-on access. You must protect your password by following the rule to never write it in any place where it can be found, or easily discovered using your personal data/information.

When you are first given an initial password to a system, you must immediately log in and change the password to a quality password. Most computer systems require you to change your password periodically. If you think someone knows your password, you should change it immediately. If you need to share data with another authorized user, there are several methods to accomplish this purpose.

Please work with your supervisor or IT department on an appropriate method. Sharing passwords is a violation of Broward Health policy. Breaches to data security policies may compromise patient confidentiality or impact business operations and are very serious. If you are aware of a security breach, call the Help Desk at **954.847HELP (954.847.4357)** or email **infosec@browardhealth.org**.

Noncompliance or violation of data security policies will result in action that may include, but may not be limited to, disciplinary action up to and including termination or civil or criminal prosecution.

For more details, please refer to GA Policies:

- **“Confidentiality and Data Security Policy”**
- **“Computer System Passwords Policy”**

NOTICE OF PRIVACY PRACTICES

Broward Health is required by law to maintain the privacy of your medical information and to provide you with a Notice of Privacy Practices. This notice outlines Broward Health's legal duties and privacy practices with respect to your medical information. Broward Health must comply with the terms of the Notice currently in effect and reserves the right to change its privacy practices retroactively with respect to medical information previously created or received. Broward Health will revise the Notice if it materially changes any use, disclosure, individual right or legal duty or other privacy practice stated in the notice and will highlight in the Notice the changes from the prior Notice. Please visit our website at **BrowardHealth.org** to obtain additional and relevant information, including an electronic copy of the Notice. If you believe that any of your rights with respect to your medical information have been violated by Broward Health, you may file a complaint with Broward Health and/or the Office of Civil Rights. Please contact Broward Health's Privacy Officer at **954.847.4295** to obtain a complaint form or you may find one quickly and easily at **BrowardHealth.org**.

SOCIAL MEDIA

Broward Health has a social media presence to promote our healthcare system and communicate with our community. However, Broward Health has policies and procedures in place that define appropriate use of social media for our team members.

Employees are responsible for exercising good judgment regarding the reasonable use of social media, including never posting patient information or photographs of Broward Health property on a social media page or platform without prior consent from the Corporate Communications department. Reasonable use of social media must not interfere with an employee's work obligations. Personal use of social media that is not authorized and relevant to the performance of an employee's job duties is prohibited while on company time. Employees may not post to private channels speaking on behalf of Broward Health.

For more details, please refer to HR Policy:

- **“Social Media”**

NO SOLICITATION RULES

Employees, non-employees, vendors, contractors, sub-contractors, etc., are not permitted to distribute materials or to engage in any solicitation activity on Broward Health's properties, without appropriate authorization. Parties with a legitimate contractual agreement with Broward Health may be allowed to provide information where appropriate for the purpose of delivery of healthcare, efficient business practices and to provide professional development. Such persons shall not engage in sales solicitation directed at employees, patients, or guests.

Similarly, off-duty employees shall be subject to rules applicable to non-employees in the following circumstances: Employees who remain on Broward Health's properties after the completion of their work shift, employees who return for reasons unrelated to work, employees who visit another work location for any reason other than official business. Employees may not use Broward Health property, including but not limited to, email, voice mail, or faxes, to solicit membership, sell items, or support for external business or organizations.

Employees are urged to immediately report any prohibited solicitation or distribution of literature to their regional Human Resource Department and/or the Security Department.

Requests for the opportunity to engage in solicitation activity or to distribute material pursuant to this policy should be submitted to your regional Human Resource Department for approval by the regional CHRO. Employees, non-employee, contractor, sub-contractor, and vendor activity must comply with Broward Health's policies.

For more details, please refer to HR Policy:

- **"Non-Solicitation"**

PROFESSIONAL RELATIONSHIPS WITH PATIENTS

You are required to always maintain a professional relationship with patients, and to provide the highest quality of care to our community. The following are examples of gross misconduct that can result in disciplinary action, up to and including termination of employment:

- *Socializing or engaging in sexual activity with current or former patients, or any member of their family who is or was participating in any family-oriented therapy or treatment.*
- *Physical abuse, including but not limited to, slapping, hitting, kicking, or biting, or using abusive or provocative language with a patient.*
- *Using any type of restraint other than those prescribed and approved by the physician within the specified guidelines.*
- *Failing to maintain the confidentiality of any patient information.*
- *Accepting gifts from or giving gifts to a patient or any member of the patient's family.*
- *Providing unauthorized or unprescribed drugs, alcohol, or related paraphernalia to a patient.*

For more details, please refer to HR Policy:

- **"Conduct Standards"**

TAKING CARE OF OUR PATIENTS

Patients are entitled to exceptional courtesies and kindness and must be treated accordingly. Please follow these basic rules:

- *Patient confidentiality is paramount. The release of information without a patient's consent is not only improper, but also illegal. Do not discuss a patient's condition, on or off duty, unless it is an authorized professional exchange of information on a need-to-know basis. Patients must be always protected from invasion of privacy.*
- *Employees should keep conversations appropriate to the healthcare setting. When talking with patients and other staff in the presence of the patients, employees must remain professional and attentive to the patient.*
- *Services or goods may not be purchased for patients or sold to them unless authorized by the employee's immediate supervisor.*
- *Potential safety hazards must be reported immediately to your supervisor and/or the Security Department.*
- *Promptly deliver all patients' mail as it is their connection to family and friends while maintaining confidentiality.*
- *Maintain a quiet and peaceful environment at Broward Health. Be mindful of this from your moment of entry until your departure.*
- *Patient valuables require extra care because a patient's room may not be completely secure. If you are responsible for a patient and notice that valuables are not secured in a locked area, report the matter immediately to your supervisor.*
- *Employees may use the Interpretation Line as needed to assist clients having language issues.*

At Broward Health, we deliver high-quality, compassionate care to everyone we serve. Whether our customers are internal or external, we all play an active role in creating a culture of compliance and excellence.



General **POLICIES**



GRATUITIES

Employees are prohibited from accepting tips or gifts or soliciting for donations from patients or visitors. A grateful patient wishing to donate funds or gifts should be directed to administration or the Broward Health Foundation.

For more details, please refer to GA Policies:

- **"Gifts, Gratuities, and Business Courtesies"**
- **"Code of Conduct"**

VERIFICATION OF LICENSES

All positions requiring licenses, certification and/or educational degrees require verification during the pre-employment process. Employees who are licensed professionals must present evidence of licensure during their pre-employment intake. It is your responsibility to renew licenses and certification(s) on or before the expiration date and provide proof of renewal to your regional Human Resources Department. If you allow your license to expire, you may be subject to suspension, change in employment status or other disciplinary action, up to and including termination.

For more details, please refer to HR Policy:

- **"Professional Licensure"**

DRUG-FREE WORKPLACE & DRUG TESTING

Broward Health's goal is to provide a safe and healthy environment for our patients, visitors, and employees by maintaining a drug-free workplace and environment.

Broward Health performs the following types of drug testing: pre-employment, reasonable suspicion, post-accident, and follow-up. Our employees are prohibited from:

- 1. Manufacturing, distributing, dispensing, possessing, or using illegal drugs or other unauthorized or mind-altering or intoxicating substances while on Broward Health property (including parking areas and grounds), or otherwise performing company duties away from Broward Health.***
- 2. Possessing or using alcohol, or being impaired, intoxicated, or under the influence of alcohol while on duty, on-call, or while operating a Broward Health vehicle.***
- 3. Misuse of medication prescribed by a physician or over-the-counter medication.***

4. Reporting to work under the influence of any mind and/or mood-altering substance, illegal drug, or alcohol, or having any illegal or unauthorized controlled substance.

Any employee that is taking any mind and/or mood-altering substance which might impair safety, performance, or any motor function, must report to the Employee Health Department before reporting to work, when under such medication or if they must take such medications during their shift.

Broward Health employees are required to report any arrest and or conviction involving illegal substances to Human Resources within five days. For additional information regarding Broward Health's drug-free workplace, please contact your regional Human Resources Department.

For more details, please refer to HR Policies:

- **“Drug-free Workplace and Drug Testing”**
- **“Employment Placement Drug Testing”**

OUTSIDE EMPLOYMENT

Current employees may hold an outside job if the employee's performance standards are met and the outside position does not constitute a conflict of interest. Outside employment that constitutes a conflict of interest is strictly prohibited.

You should also consider the impact outside employment might have on your health and physical well-being. Employees are expected to meet Broward Health performance standards, and follow scheduling, regardless of any existing outside work commitments.

If you decide to seek work elsewhere while working for us, please contact your manager and your HR representative for assistance in determining whether potential outside employment is not contrary, detrimental, or adverse to Broward Health, and does not appear to be a conflict of interest as contemplated under Florida law.

If Broward Health determines that your outside work interferes with your performance or your ability to meet the requirements of your job, you may be requested to terminate the outside employment if you wish to remain employed at Broward Health.

You may not receive any income or material gain from individuals outside the facility for material produced or services rendered while performing your job. If you have any questions, please contact your regional HR representative.

For more details, please refer to GA Policy

- **“Conflict of Interest”**

EMAIL, INTERNET & SOCIAL MEDIA USAGE

Communications produced by Broward Health or its employee partners via email and on the internet, including social media sites, must be consistent with Broward Health's policies, procedures, and applicable laws, including but not limited to, laws relating to protected classes/groups, health information, privacy, confidentiality, copyright and trademarks.

EMAIL

Broward Health's email systems are to be used for conducting business related to our organization. Using your email for personal use is strictly prohibited, and there is no expectation of privacy. Broward Health reserves and will exercise the right to review, audit, intercept, access and disclose all matters of your Broward Health email account at any time, with or without notice.

Never send documents, files or e-mail messages that are confidential. Do not use the Internet to send or receive inappropriate text, files, or pictures or to express views or communicate information that is contrary to Broward Health's policies. Do not use Broward Health's electronic equipment (*electronic mail, voice mail, fax machines*) to solicit membership, sales or support for external business or organizations.

As a public entity governed by Florida statutes, any e-mail used in the transaction of official business which is intended to perpetuate, communicate, or formalize knowledge, is public record and must be retained in accordance with Broward Health's record retention policy. All employees are expected to check their e-mail accounts daily to stay updated on day-to-day operations.

For more details, please refer to GA Policy:

- **“Electronic Mail (Email)”**

INTERNET USAGE & SOCIAL MEDIA GUIDELINES

Please use the internet only for Broward Health's work-related purposes.

- *Do not access erotic or sexually oriented sites; such access is prohibited. If you accidentally find yourself at a site with objectionable material, follow the internet policy to document the incident so that you will not be subject to corrective action.*
- *Do not use the internet to disseminate contractual, medical, or intellectual property data.*
- *Do not send confidential data of any kind, except using approved applications that have been determined to be secure and appropriate for patient data.*
- *Do not download any software programs from the internet without prior authorization from Broward Health's IT department. If you are asked to download software to view a site, do not continue.*
- *Do not use the internet for personal gain or non-Broward Health solicitations.*
- *Social media sites refer to, but are not limited to, postings on online forums, blogs, or wikis. Examples include Facebook, LinkedIn, Twitter, YouTube, Instagram, Tik Tok, or similar types of online forums.*
- *Communication about Broward Health on other public sites or the employee's personal social media sites must not contain:*
 - *Patient identity or health information including patient images.*
 - *Confidential, proprietary, or trade-secret information for Broward Health or its affiliates.*
 - *Obscene, defamatory, derogatory, libelous, threatening, harassing, abusive, hateful, or humiliating remarks.*

Employees in violation of Broward Health's email, internet and social media principles and policies may be subject to disciplinary action up to and including termination.

For more details, please refer to:

- **GA Policy "Internet Usage and Access Request"**
- **HR Policy "Social Media"**

TELEPHONE / FAX MACHINES

Telephones and fax machines are important business communication tools for providing quality care and services to the community we serve. When answering or placing a call or fax, you must identify yourself as well as your department. Please refrain from using the phone and/or fax for personal use. Under no circumstances should an employee make or charge a long distance or toll phone call to Broward Health unless the call is work-related. Misuse of any facility telephones or fax machines may result in disciplinary action.

TELEPHONE COURTESY

Good telephone manners are important because they convey the quality of Broward Health's services and patient care. The voice on the telephone is often a caller's only contact with our organization. Please follow these simple rules regarding telephone courtesy:

- *Always use a pleasant and helpful voice.*
- *Identify yourself by department and name.*
- *Give the caller a choice as to whether they would prefer to be put on hold, call back or leave a message.*
- *If you cannot help the caller, transfer the individual to a department or person who may be able to provide assistance.*
- *In closing the call, remember to say, "thank you" and "good-bye," before carefully hanging up the telephone.*

USE OF BROWARD HEALTH'S NAME / FACILITY NAMES

The use of the Broward Health name or Broward Health stationery for reasons other than official business must be approved by the highest-ranking official at the facility.

PERSONAL MAIL

Employees are prohibited from utilizing any Broward Health facility address for reasons not related to Broward Health. Mailboxes for your stamped, outgoing personal mail are available for your convenience.

BADGES

Broward Health provides identification badges for employees, volunteers, and vendors as a means of identification and access to certain areas, computer systems and equipment related to their jobs. Badges should be worn in plain view, above the waist, at all times while at work or on Broward Health premises. Badges should not be defaced or obscured by unnecessary jewelry, insignia, stickers, pins, or buttons of any kind. Employees are prohibited from sharing or borrowing other employees' badges. Employees will be held responsible for unauthorized use of their badge unless it is reported as lost/stolen to their regional Security Department. If your badge is lost, defaced, or broken, you must contact your Regional Security Department. Upon separation from employment, you must return your badge to your supervisor or Human Resources Department.

All visitors are required to openly display a visitor ID badge. If you observe someone not wearing a visitor or Broward Health-issued badge, it is your responsibility to report them to the regional Security Department.

For more details, please refer to HR Policy:

- **"Employee and Agency/Vendor Badges"**

SMOKING POLICY

Broward Health is dedicated to providing a safe and healthy environment for all employees, customers and visitors. As a result, smoking is prohibited within Broward Health facilities and on our facilities' grounds. This policy applies to all employees, contractors, visitors, patients, and physicians/members of medical staff. Employees are encouraged to remind persons seen smoking in unauthorized areas to abide by our smoking policy. In addition to tobacco products, smoking includes any e-cigarette or vaping products, which are also not allowed in any Broward Health facility. Employees in violation of this policy may be subject to progressive disciplinary action.

For more details, please refer to EOC Policy:

- **"Smoke Free Environment Policy"**

WORKPLACE VIOLENCE & FIREARMS POLICY

Broward Health is committed to providing a professional and violence-free work environment. Threatening, intimidating, or unprofessional behavior, including incidents of physical violence, will not be tolerated. This applies to Broward Health employees, contractors, patients, visitors, or anyone else on Broward Health property at any time. Possession of dangerous weapons, including firearms, knives, explosive devices, or other dangerous materials, are prohibited in all Broward Health facilities and owned vehicles, unless for an approved job requirement (*for example, police officers working on Broward Health property*).

Effective July 1, 2023, Florida law allows employees who legally possess a firearm to store the firearm locked in their personal vehicle. This does NOT extend to vehicles owned or leased by Broward Health.

Any employee who becomes aware of a threat or possible act of violence, whether immediate or at some future unspecified time, must report the threat to their immediate supervisor, Human Resources and Regional Security Department for evaluation. In case of emergencies, the following contact numbers should be used.

Threat of Violence (TOV) Hotline

954.468.4000

REGIONAL SECURITY

Broward Health Medical Center (BHMC)

954.355.5350

Broward Health North (BHN)

954.786.6688

Broward Health Imperial Point (BHIP)

954.776.8719

Broward Health Coral Springs (BHCS)

954.344.4094

Corporate & Satellite Sites

954.355.5147

Employee Assistance Program (EAP)
Threat of Violence (TOV) Hotline
954.369.5635

REGIONAL HUMAN RESOURCES DEPARTMENTS

Broward Health Medical Center (BHMC)
954.355.5048

Broward Health North (BHN)
954.786.6900

Broward Health Imperial Point (BHIP)
954.776.8680

Broward Health Coral Springs (BHCS)
954.344.3010

Corporate & Satellite Sites
954.847.4455

For more details, please refer to:

- HR Policy "Threat of Violence (TOV) Program"
- EM Policy "Plain Language Codes"

INTEGRITY & COMPLIANCE WITH BROWARD HEALTH POLICIES

At times, certain employees may be required to attend training or other educational programs. Employees being paid to attend an educational or training program are obligated to follow the Broward Health Code of Conduct while taking an assessment or exam. Any employee found to have committed misconduct, academic dishonesty, or to have been involved in questionable activity will be subject to disciplinary action.

*"If your actions inspire
others to dream more,
learn more, do more
or become more, you
are a leader."*

*- Simon Sinek, American Author
& Inspirational Speaker*





Employee Hiring, Management & DEVELOPMENT



EMPLOYEE HEALTH SERVICES & “CLEARANCE FOR DUTY”

We believe that both Broward Health and its employees share a mutual responsibility to provide a safe and healthy environment for fellow employees and patients. Employee Health Services provides pre-employment health physical exams, vaccinations and TB tests, drug testing, as well as services that address the spectrum of occupational health issues. The Employee Health Nurse/Nurse Practitioners are available to answer questions, discuss your health concerns and provide you with helpful information.

Employees that have been out of work for three days (*24 working hours*) due to illness or injury, must be seen in Employee Health for a Clearance/Fitness for Duty prior to returning to work. The returning employee must schedule an appointment with Employee Health Services and provide documentation from their healthcare provider which clears them to return to work duties and responsibilities.

For more details, please refer to HR Policy:

• **“Clearance for Duty”**

IMMIGRATION LAW COMPLIANCE

In accordance with the Immigration Reform and Control Act (*IRCA*) of 1986, the Immigration Act of 1990 and the Illegal Immigration Reform and Immigrant Responsibility Act (*IIRIRA*) of 1996, Broward Health is required to verify the employment authorization of all employees hired on or after November 6, 1986, to ensure that they may legally work in the United States.

Each new or re-hired employee must complete an Employment Eligibility Form (*I-9*) by their first day of employment and present documentation establishing identity and employment eligibility (*from the list of acceptable documents*) to their regional HR Department by their third day of employment.

It is the employee's responsibility to provide proof of employment eligibility to Human Resources on or before the appropriate deadlines. Employees who do not present appropriate I-9 documentation by the third day of employment or by the expiration date of their current I-9 documents, where applicable, will be terminated.

Employees who are at risk of entering an ineligible employment status based on the expiration/revocation of their work authorization document(s) must prove employment authorization to their regional

HR department by the expiration date of their current work authorization document(s).

Broward Health is committed to employing individuals authorized to work in the United States and does not discriminate based on citizenship and/or national origin. If you have any questions or seek more information on employment-related immigration matters, please contact your HR representative or Office of Equity & Inclusion.

For more details, please refer to HR Policy:

- **“Immigration Reform Control Act Compliance”**

STAFF RIGHTS

Broward Health employees have the right to request to decline participation in any aspect of patient treatments or procedures that infringes upon their cultural values, ethics, and/or religious beliefs. When Broward Health's commitment to the delivery of quality healthcare conflicts with an employee's values, ethics and/or beliefs, the conflict must be resolved in such a way that patient care is not adversely affected. Requests by employees must be made to their supervisor, who will review the request with HR and notify the employee of the decision. If you have any questions concerning the Staff Rights Policy, please contact your direct supervisor or your HR representative.

For more details, please refer to HR Policy:

- **“Staff Rights”**

EMPLOYMENT APPLICATION

Broward Health relies upon the accuracy of information contained in employment applications, and all other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Broward Health excluding the individual from further consideration for employment or, if the person has been hired, his or her termination.

EMPLOYMENT VERIFICATION

Broward Health utilizes an automated process called THE WORK NUMBER to manage employment verifications. This fast and secure service may be used for mortgage applications, reference checks, loan applications, apartment leases, or anything that requires proof of employment.

THE WORK NUMBER will confirm the employee's name, dates of employment, salary or wage information, most recently held position, and other legally required information.

Contact THE WORK NUMBER at www.theworknumber.com or **1.800.367.2884**. Broward Health's employer code is **13739**.

Requests for verification of employment information that is not provided by THE WORK NUMBER or questions regarding the process may be submitted to your regional Human Resource Department.

EMPLOYMENT OF MINORS

Broward Health may provide employment opportunities for people 16 and 17 years of age in a safe environment that complies with state and federal employment laws and regulations for people under 18 years of age. There are certain restrictions that must be followed by employees who are under the age of 18. Hiring managers are expected to review Florida's child labor laws and Broward Health's corresponding policies. All employed minors must read and acknowledge the policies and/or rules that apply to them.

For more details, please refer to HR Policy:

- **“Employment Guidelines for Individuals Under the age of 18 years”**

VETERAN'S PREFERENCE IN EMPLOYMENT

Because of its tax-assisted status, Florida law requires Broward Health to provide employment preference to veterans and spouses of veterans who meet certain eligibility criteria. This applies to new hires, re-hires, and, in the event of a lay-off, retention. Employees who leave Broward Health for military service will be re-hired to the same or equivalent position when they return if they are honorably discharged.

For more details, please refer to HR Policy:

- **“Veteran's Preference in Employment”**

NEPOTISM (EMPLOYMENT OF RELATIVES)

Broward Health is a family-oriented organization and welcomes the employment of relatives and domestic partners. However, no employee shall supervise or be supervised by a relative or individual with whom they have a significant personal relationship. Supervision of such individuals includes having the ability to influence matters such as hiring, promotion, evaluation, determination of salary, and working conditions.

For more details, please refer to HR Policy:

- “Anti-Nepotism and Employment of Relatives”

JOB DESCRIPTION/JOB EVALUATION

Each Broward Health position has a related job description that details the required duties and responsibilities, levels of education, competencies, and experience necessary to successfully perform the job. Each job description is analyzed by the Compensation Department and assigned a pay grade based on an analysis of the market value of the job.

For more details, please refer to HR Policy:

- “Job Evaluation and Competency”

APPEARANCE & HYGIENE

Our employees are Broward Health's ambassadors and representatives. Properly attired and well-groomed employees help to promote a positive image and generate goodwill, confidence, and trust in the healthcare services we provide to our patients and the communities we serve. As our representative, you are required to dress professionally and appropriately, and to present a clean, neat appearance in accordance with your position, while respecting the diverse cultures of our patients, families, and co-workers.

Whether you are at a Broward Health facility, or representing the organization outside of the workplace, you are required to observe the following:

- *Uniformed personnel must keep their uniforms neat and clean. If you are not required to wear a uniform, you must dress in neat, clean clothing that shows respect for your profession.*
- *Maintain your personal hygiene. Strong odors or excessive use of fragrances, perfumes or cologne are inappropriate. Your good judgment, with periodic assistance from peers and supervisors should, in most instances, be sufficient to define appropriate dress and hygiene.*

- *Employees who provide direct patient care who have hair that is shoulder length or longer should wear their hair fastened back so that it does not interfere with the delivery of patient care. Extreme hairstyles and/or hair colors are prohibited. Jewelry can be worn in moderation, but facial jewelry and visible body piercings, other than earrings, are prohibited unless they are related to religious beliefs.*
- *All employees, especially those who provide direct patient care, must maintain clean and neat fingernails, with smooth edges. Nail polish must be intact without chips or cracks. Artificial fingernails, acrylic nails/gels, or enhancements are prohibited for employees with direct patient contact because of the risk of colonization and the transmission of pathogens to patients.*
- *Proper hand washing techniques must be followed to decrease the risk of bacterial colonization and transmission of pathogens to our patients. Refer to your supervisor for specific information regarding uniforms for your specific area.*
- *Employees may not wear any clothing or apparel or display any insignia that has the purpose of soliciting membership or support for an external business or organization or that may be offensive to others.*
- *Tattoos that may be deemed offensive to others should be covered while at work.*

If you fail to follow personal appearance and/or hygiene guidelines, or report to work in inappropriate/improper attire, you will be sent home and directed to return to work in appropriate work attire. If you are a non-exempt employee, and are directed to return home to change, you will not be compensated for the time away from work.

Each regional Human Resources Department reserves the right to determine the appropriateness of your attire. Continued failure to comply with this policy may result in disciplinary action, up to and including termination of employment. Please discuss with your supervisor the applicable dress code for your department and or region.

For more details, please refer to HR Policy:

- “Appropriate Appearance Standards (Dress Code)”

EMPLOYMENT CATEGORIES

The definitions of employment classifications below explain employment status and benefits eligibility.

Broward Health is an at-will employer, so these classifications do not guarantee employment for any specified period or duration. You or Broward Health have the right to terminate the employment relationship at any time, for any reason, with or without cause or advanced notice.

Employees are designated as either non-exempt or exempt, based on the Federal Fair Labor Standards Act (FLSA). Non-exempt employees are eligible for overtime pay if they work more than 40 hours in a workweek. Exempt employees are excluded from the overtime provisions of the law and are not eligible for overtime pay. Broward Health's salaries for non-exempt and exempt employees have been set to provide equitable compensation for responsibilities.

For more details, please refer to HR Policies:

- **“Compensation – Non-Exempt Employees”**
- **“Compensation – Exempt Employees”**

In addition to the above classifications, you will also belong to one of the following employment categories:

- ***Full-time eligible employees are those in permanent positions, who are regularly scheduled to work between 64 and 80 hours per pay period (2-week timeframe). These employees are eligible for Broward Health's benefits packages subject to the actual terms, conditions, and limitations of each benefit program.***
- ***Part-time eligible employees are scheduled to work between 40 and 63 hours each pay period, but not less than 20 hours per week or 40 hours per pay period. These employees are eligible for BH's benefits package, subject to the actual terms, conditions, and limitations of each benefit program.***
- ***“Pool” employees are scheduled based on the staffing needs of the department and do not have guaranteed scheduled hours. These employees work on a per diem basis only. Depending on the operational needs of Broward Health, those in a temporary or pool status may be required to work more than 40 hours in a pay period and Broward Health will comply with FLSA requirements.***

Only those employees hired into positions designated as full-time or part-time eligible are entitled to major employee benefits, such as health insurance, pension, 403 (b) matching, life insurance, paid time off, and disability programs.

For more details, please refer to HR Policy

- **“Employee Status”**

CAREER OPPORTUNITIES

There are many opportunities for growth and advancement at Broward Health and we have a strong commitment to our employees with opportunities for advancement and promotion. If you are interested in advancing your career or transferring to another position, you are encouraged to visit Broward Health's internal career site.

You may apply for any open positions you are eligible for on the internal career site. You are encouraged to notify your immediate supervisor as early in the transfer process as possible.

For more details, please refer to HR Policy

- **“Employee Voluntary Transfers”**

TRANSFERRING TO ANOTHER POSITION

A transfer is when an employee moves from one position to another. This includes lateral transfers, promotions, and transfers to lower positions. To transfer to a new position, employees must possess at least the minimum qualifications for the posted vacancy and passed his/her last performance evaluation.

An employee may not transfer if they received a corrective action (*i.e. suspension or final level in the six months prior to the transfer request*).

For more details, please refer to HR Policy:

- **“Employee Voluntary Transfers”**

RE-HIRE PROCEDURE

Generally, employees who leave their employment with Broward Health in good standing are eligible for consideration for rehire if they later want to return. There are reasons for separation from Broward Health that may result in an “ineligibility for rehire” status.

For more details, please refer to HR Policy:

- **“Eligibility for Rehire”**
- **“Resignation”**

JOINT EMPLOYMENT

Broward Health follows very strict and specific guidelines regarding employees who are concurrently employed by more than one of our facilities. Broward Health aggregates all employee work hours on one payroll system for the purpose of administering overtime pay and benefit plans.

No current Broward Health employee may work as a temporary employee through an agency or as an independent contractor at any facility within our organization.

For more details, please refer to HR Policies:

- **“Compensation – Non-Exempt Employees”**
- **“Floating Differential”**

If you decide to seek outside employment while still working for us, please contact your manager or your HR representative for assistance in determining whether this potential outside employment is contrary, detrimental, or adverse to Broward Health, and to ensure it does not appear to be a conflict of interest as contemplated under Florida law.

ACCESS TO HUMAN RESOURCE RECORDS

The Human Resources Department maintains employment records on each employee. These files/ records are the property of Broward Health and are confidential, except as required by law. If you wish to review your own file, please contact your Human Resources representative.

With reasonable advance notice, you may review your own Human Resources file during normal business hours and in the presence of a Human Resource representative. Broward Health may provide you a copy of materials in your employee file. If you would like to request a copy, contact your regional HR Department for approval. Please note that you will be charged a set fee per copy.

For more details, please refer to HR Policy:

- **“Employee Human Resource File”**

EMPLOYEE DATA CHANGES

It is Broward Health's policy to maintain current and accurate HR records. As an employee, it is your responsibility to ensure that the organization is made aware of any changes to information including, but not limited to: changes in name, marital status, address, telephone number(s), immigration status, changes in beneficiary, education, leave of absence requests, and any other significant event.

MANDATORY REPORTING

Employees are required to report any arrests, legal action or regulatory board action taken against any professional license within 24 hours. Additionally, you should notify your state licensing board of name and address changes.

PARKING

Free parking is provided for all employees. Park only in the areas designated for your use. Do not to park in the areas designated for medical staff or visitors.

LOST & FOUND

All lost articles, property, or personal items left at our facilities by patients, visitors or employees must be turned into your Regional Security Department so the property owner may claim the items.

For more details, please refer to EOC Policy:

- **“Lost and Found”**

CELL PHONES & ELECTRONIC DEVICES

The use of personal cell phones, ear buds, and electronic devices while at work is limited to off duty times and must conform to Broward Health's Code of Conduct and ethical standards when at work. Electronic devices may not be used to harass or intimidate another employee or a patient.

Personal cell phones and communication devices must be turned off or placed on vibrate while on duty. Employees may seek approval in advance from their supervisor if there is an expected family situation that requires an immediate response. In such cases, or in cases of dire emergencies, the conversation should last less than five minutes and the employee should be able to remove himself/herself from immediate patient-care duties. Other than those approved emergency calls, employees making or receiving calls on their personal mobile devices, while on duty, will be subject to corrective action, up to and including termination. The use of personal electronic devices is prohibited during work without prior approval from your supervisor.

For safety reasons, employees are prohibited from conducting company business while operating a motor vehicle. Should an emergency arise while driving that requires using the electronic device, the employee is required to pull over to a safe area to use the device.

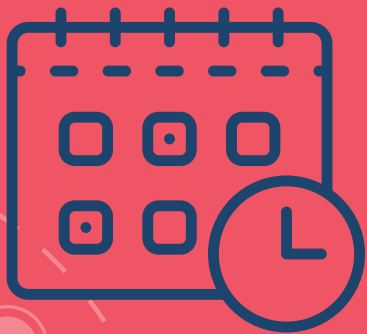
VISITING

Off-duty employees who remain on premises after their scheduled shift are subject to the same rules and regulations applicable to non-employees. We ask that you return to your facility only for necessary reasons, such as visiting a patient, receiving medical attention, or picking up a paycheck.



At Broward Health, we treat each other with dignity and respect. Our workplace is nurturing, free of harassment, and our daily actions create and maintain a positive, engaged, collaborative and an inclusive work environment.

Attendance, Time Off / LEAVE OF ABSENCE



WORK SCHEDULE

Broward Health provides 24/7 healthcare to our patients, which requires many of our facilities to be staffed on a continuous basis. Therefore, we have employees scheduled to work days, evenings, nights, and/or weekends. Broward Health reserves the right to change employees' shift, days, position, schedule, and, location when necessary, based on our business needs. Every effort will be made to minimize the number of irregular hours employees may be asked to work and to provide reasonable notice to employees of any permanent changes in their work schedule.

Based on patient care needs and/or business necessities, your supervisor will determine your work schedule, meal break, and staffing needs.

Most employment is based on full shifts of 8 or 12 hours worked and a 1/2-hour unpaid, uninterrupted meal period. There may be some exceptions, but these must be approved, in advance, by your supervisor. Based on staffing needs, supervisors may also assign overtime hours. If you work overtime hours without prior supervisor approval, you may be subject to disciplinary action. Please discuss your work hours and schedule with your supervisor.

For more details, please refer to HR Policy:
• **"Attendance and Punctuality"**

MEAL & REST PERIODS

Your supervisor will schedule a meal break according to the facility's procedures and to accommodate patient needs or other business requirements. Generally, you will be relieved of all work responsibilities during your meal break. If this is not possible, you should discuss this with your supervisor and you will be paid in accordance with applicable law.

Rest breaks, identified as 15-minute paid breaks, are not mandatory and are not always possible based on operational needs. However, if rest breaks are provided, your supervisor will schedule them according to your facility's procedures and will advise you of the break period length and schedule. To the extent possible, such rest breaks will be provided in the middle of work periods.

You are required to return to your workstation at the conclusion of any allotted meal or rest breaks.

Broward Health complies with all applicable federal and state laws regarding meal and rest requirements. Please speak with your supervisor or HR representative for details regarding meal periods and rest breaks.

For more details, please refer to HR Policy:
• **“Compensation – Non-Exempt Employees”**

SLEEPING ON THE JOB

Employees are expected to remain alert and awake at all times, while on Broward Health premises. This includes before, during or after working hours (*including during meal or rest breaks*). Employees who suffer from medical conditions that may impact their ability to stay awake or alert must communicate their conditions to the Employee Health Office and comply with their instructions.

For more details, please refer to HR Policy:
• **Sleeping on the Job/Failure to Remain Alert**

ATTENDANCE & PUNCTUALITY

To maintain a safe and productive work environment, you are required to be reliable and punctual in reporting for your scheduled work. Absenteeism and tardiness place a burden on the facility and other employees and may impact employee morale and/or patient care. Failure to comply with Broward Health's Attendance and Punctuality policy may result in disciplinary action up to and including termination.

Employees are required to notify their supervisor if they are unable to report to work as scheduled.

- *For attendance purposes, non-exempt employees are expected to report in and sign out for their assigned work shift via the TREC system, which is described in the “Time Record” section of this handbook. TREC’s must occur within the appropriate grace period of three minutes from the beginning or end of the scheduled shift, and must be done from their assigned work unit/department.*

For more details, please refer to HR Policy:
• **“Attendance and Punctuality”**

TIME RECORD

Broward Health has an automated time and attendance system. Non-exempt employees are required to clock-in and out, as required per Broward Health policy. Employees are expected to be ready to commence work immediately following clock-in, regardless of the approved mechanism used.

Employees may only clock-in and out for themselves. There are strict prohibitions against clocking in or out for another employees. Doing so, and any falsification, alteration, or misrepresentation of time worked constitutes grounds for termination. Employees are expected to TREC in and out of their assigned work unit/department within the appropriate grace period of three (3) minutes from the beginning or end of the scheduled shift and will receive in-service training on the time and attendance system during their orientation period.

Your supervisor or designee is responsible for reviewing, approving, and submitting your time record to the Payroll Department for computation of your paycheck. All overtime hours must be approved in advance by your supervisor or designee prior to working and are paid in accordance with the Fair Labor Standard Act guidelines.

For more details, please refer to HR Policy:
• **“Attendance and Punctuality”**

PERSONAL LEAVE PROGRAM

Broward Health provides a specific number of paid leave hours per year to be used for rest, relaxation, vacation, sickness, bereavement and other personal needs and pursuant to Broward Health policy.

All full-time and part-time eligible employees participate in this program after completing three months of continuous employment.

Personal leave accruals are calculated based on three factors: **1)** employment status, **2)** length of service, and **3)** the number of hours worked each pay period. You can use accrued personal leave within certain defined limits, subject to your department's policies.

For more details, please refer to HR Policies:

- “Personal Leave”
- “Pay in Advance for Personal Leave”
- “Physician Personal Leave”

SICK PAY PROGRAM

The Sick Pay program provides income protection in the event you have a prolonged period of illness or injury. Most full- and part-time employees are eligible to participate in the Sick Pay Program after completing three months of service. Broward Health will provide an allotment of sick hours based on employment status, length of service, and scheduled hours. The sick pay allotment is replenished at the beginning of each fiscal year (*July*). Unused sick hours cannot be carried over and are not paid out.

With some exceptions, if you are ill and unable to work, you must use 24 hours of Personal Leave before you can start using Sick Pay. This means that the first two or three days (*depending on if you normally work a 12- or 8-hour shift*) will be paid from Personal Leave. If you work less than 80 hours/pay period, the time for which you must use Personal Leave is pro-rated. If your illness lasts longer, you will be paid from your Sick Pay, up to the time you have available. Some exceptions that will allow you to use Sick Pay starting on the first day include hospitalization, outpatient surgery, or worker’s compensation.

After your Sick Pay account is exhausted, each following day of illness or injury will be charged against any remaining balance in your Personal Leave account.

All employees using Sick Pay will be required to show documentation from your healthcare provider verifying the illness and a release to return to work.

For more details, please refer to HR Policy:

- “Sick Pay”

FAMILY & MEDICAL LEAVE ACT OF 1993 (FMLA)

Broward Health complies with all federal requirements related to the Family and Medical Leave Act (*FMLA*). Employees who wish to request FMLA coverage should notify the organization’s external Leave Administration Team at **1.877.202.0055** in a timely manner.

It is the employee’s responsibility to notify their supervisor of their FMLA request and to complete the required paperwork within the time frame provided. Requests for Family and Medical Leave should be made at least thirty (30) days in advance for foreseeable events, or as soon as possible for unforeseeable events.

For more details, please refer to HR Policy:

- “Federal Family & Medical Leave Act Compliance” **and contact your Regional Human Resource Office with any questions.**

JURY DUTY

The performance of jury duty is an important civic responsibility and eligible employees who serve as members of a jury should not incur the loss of regular income while doing so. Employees must provide their supervisor with a copy of the order to report for jury duty. Regular full-time and part-time employees will receive their regular pay while serving on a jury. The employee can keep any compensation they receive from the court.

Employees should keep in daily contact with their manager about their continued service and availability to return to work.

For more details, please refer to HR Policy:

- “Jury Witness Duty Leave”

BEREAVEMENT LEAVE

In the event of death of a member of your immediate family, you may be granted a Bereavement Leave of Absence of up to three (3) normally scheduled consecutive days (*maximum 24 hours*) off with pay immediately following the death to arrange for and/or attend the funeral. A request for paid Bereavement Leave must be made through your supervisor and requires approval of the department manager.

Employees who wish to attend the funerals of people other than immediate family, must request such time off through their immediate supervisor.

If approved, the time off will be charged to accrued personal leave.

For more details, please refer to HR Policy:

- “Bereavement Leave”

MILITARY LEAVE

Broward Health complies with all military leave and Uniformed Services Employment and Re-employment Rights Act (*USERRA*) provisions as required by law. Employees should consult with their regional HR representative regarding the requirements and availability of military leave.

For more details, please refer to HR Policy:

- “Military Leave”

VOTING TIME

Polling hours allow sufficient time for voting before or after work. If you need extra time off to vote because of unusual circumstances, check with your supervisor for additional time off.

For more details, please refer to HR Policy:

- “Staff Personal Leave”



Take the time to take care of you. Contact your supervisor or regional HR department for information about Broward Health's leave programs.

Compensation INFORMATION



PAYDAY/PAYCHECKS

Employees are paid every two (2) weeks on a Thursday. The Broward Health work week begins at 12:01 am, Sunday morning, and ends at midnight on Saturday. Your paycheck reflects hours worked and paid absences during the two-week pay period preceding the paycheck date.

Payroll stubs display all hours paid and differentials (*if applicable*), gross earnings, taxes, and deductions. If you still require an explanation of your paycheck, please contact your supervisor or regional Human Resources representative.

DIRECT DEPOSIT

Direct Deposit is an efficient and convenient way to distribute your bi-weekly paycheck. For this reason, you are encouraged to sign-up to have your payroll check automatically deposited into the bank or financial institution of your choice by completing the appropriate forms in your regional Human Resources Department.

WAGE ATTACHMENTS & GARNISHMENTS

You are responsible for managing your financial commitments to avoid the inconvenience of wage attachments and garnishments and the responsibility it places on Broward Health to comply with such orders. However, if a wage attachment or garnishment is ordered by an official state, local or federal agency, Broward Health will honor and fulfill all garnishments and wage attachment orders as required by law.

OUR PAY PHILOSOPHY

Broward Health's pay philosophy is to be competitive with similar employers with the same types of jobs and providing comparable services. In addition, our Compensation Department supports Broward Health's values by providing pay programs and/or systems that maintain internal equity and external competitiveness.

Below are explanations of the most common elements of the compensation program, as well as some definitions of commonly used terms.

BASE COMPENSATION

The local, regional, or national market research, as well as the candidate's applicable experience in excess of the minimum requirements for the position can determine base compensation.

Therefore, salary range for the position and the amount of relevant experience the employee brings will determine that specific employee's base hourly rate.

For more details, please refer to HR Policies:

- **"Job Evaluation and Competency"**
- **"Start Rate Policy"**

SALARY RANGE

For each position, there is a salary range with a minimum and maximum value. Newly hired employees may be hired above the minimum if their qualifications and/or credentials significantly exceed the minimum qualifications for the position.

For more details, please refer to HR Policies:

- **"Job Evaluation and Competency"**
- **"Start Rate Policy"**

COMPETENCY BASED PERFORMANCE APPRAISAL

All employees will be given a copy of their job description and performance expectations during their orientation period. The job description/performance appraisal outlines the tasks, responsibilities, performance standards and required competencies necessary to perform the essential functions of the position. In addition, each department utilizes other internal manuals, checklists, competencies etc. to assist in job performance/competency measurement.

While employment with Broward Health remains at-will during their entire tenure, an employee is considered a probationary employee for their first 90 days. At the conclusion of this first 90-day period, the employee receives a performance appraisal to review his/her success in completing orientation and meeting the expectations of the position. Employees who fail to meet the expectations of their position within the first 90 days of employment may be terminated.

During the employee's tenure, supervisors will conduct periodic performance appraisals.

The appraisal criteria will be based on the job responsibility, goals, and each department's individual function. After the performance appraisal, the employee may be eligible for an increase in pay based on the appraisal outcome.

For more details, please refer to HR Policies:

- **"Competency"**
- **"Performance Appraisals - Staff Employees"**
- **"Performance Appraisals - Mgmt Employees"**

MERIT INCREASES

Employees are eligible to receive annual merit increases based on individual performance, until reaching the maximum of the salary range, assuming they meet or exceed established standards of performance. An employee may receive an interim evaluation for performance review purposes only. Merit increases are based on prevailing policy and are subject to change. Employees will be notified of changes to the merit chart through Broward Health's communication channels.

For more details, please refer to HR Policies:

- **"Competency"**
- **"Performance Appraisals - Staff Employees"**
- **"Performance Appraisals - Mgmt Employees"**

LUMP SUM AWARD

Employees who receive a satisfactory rating on their performance appraisal, are eligible for a merit increase, but are already at the top of the pay range for their position, will receive a lump sum payment rather than an increase to their base pay. As with all merit increases, employees must meet established standards of performance.

For more details, please refer to HR Policy:

- **"Longevity Pay"**

PREMIUM PAY

In addition to your regular pay, Broward Health offers many opportunities for non-exempt/hourly staff to earn additional pay. Some examples include shift differential (*working overnight*), premiums for working weekends and/or holidays, or a pay premium for helping in another area. Talk to your supervisor about any premium pay opportunities you might be eligible for.

For more details, please refer to HR Policies:

- **"Shift Differential"**
- **"Floating Differential"**
- **"Weekend Differential"**
- **"Charge Premium"**
- **"Holiday Compensation"**

REFERRAL BONUSES

Referral bonuses are offered to enhance our recruitment efforts for hard-to-fill positions. Referral bonuses reward existing employees whose referral of a quality candidate resulted in the successful employment of that candidate to fill designated positions. Referral bonuses vary depending on the critical need and the difficulty in filling the position.

For more details, please refer to HR Policy:

- **“Referral Bonus”**

YOUR BENEFITS

At Broward Health, we provide a full range of competitive benefits to eligible employees. Benefits include:

- *Comprehensive medical, dental, and vision insurance for employees and their eligible dependents*
- *Life insurance and disability insurance*
- *Flexible healthcare and dependent care spending accounts*
- *Retirement programs*
- *Education reimbursement programs*
- *And many others.*

The details on these programs change from year to year. Therefore, you are encouraged to refer to the online benefits program overview for more information on the programs for which you may be eligible at <https://employee.browardhealth.org/pages/employee-benefits>.

SERVICE AWARDS & RECOGNITION PROGRAMS

Broward Health sponsors numerous employee recognition programs to acknowledge employees for their contribution, dedication, and loyalty and to celebrate their achievements. All full-time and part-time employees who have completed five years of continuous service, prior to May 1 of the relevant year will be recognized.

Thereafter, the employee will be recognized for continuing service after each five-year period of continuous eligible employment.

Other employee recognition opportunities may be available during each fiscal year.

For more details, please refer to HR Policies:

- **“Employee and Team Recognition: ‘Valuing Our Stars’**
- **“Service Recognition Program”**

INTERNAL CONTINUING EDUCATION PROGRAMS

Continuing Education Programs, which are designed to enhance the experience and development of Broward Health employees, are available through the Clinical Education Department and The Department of Learning. Programs range from traditional classroom to electronic e-learning platforms spanning content from general professional development to specific knowledge and skills training needed to accomplish assigned clinical tasks. Program areas include nursing, allied health, support staff, secretarial/ clerical skills, and management development.

Contact hours for continuing education may be available for many programs, dependent upon the professional discipline requirements to assist employees in meeting mandatory healthcare professional education requirements. Educational activities are posted on the internet and intranet. Employees are welcome to attend programs for their personal development on their off time. However, if the employee is requesting paid educational time, the employee's supervisor must approve attendance in advance.

For more details, please refer to HR Policy:

- **“Continuing Education Tuition & Certification Reimbursement Program”**

BROWARD HEALTHCARE FEDERAL CREDIT UNION

As a Broward Health employee, you are eligible to join the Broward Healthcare Federal Credit Union. This credit union offers:

- *A variety of savings plans (regular shares, no minimum balance checking accounts, certificates of deposit, Christmas Club, individual retirement accounts).*
- *Low-cost loans (new and used cars motorcycles, first mortgages, signature, and share pledged).*
- *Convenience (payroll deductions, direct deposit, automated teller machines).*
- *For more information, visit <https://www.bhcfcu.org/>.*

CAFETERIA

Broward Health employees receive an employee discount in our hospital cafeterias. You may also purchase meals using the “Fast Pay” meal card, which permits deductions bi-weekly from your paycheck.

UNEMPLOYMENT COMPENSATION

Broward Health provides unemployment compensation coverage in accordance with the laws and requirements of the State of Florida. State guidelines and your reason for leaving Broward Health will determine your eligibility for benefits.

WORKERS' COMPENSATION

As an employee of Broward Health, you are protected under the Workers' Compensation Law of the State of Florida if you are injured or exposed to disease in the course and scope of your employment or suffer a job-related illness while on duty. All job-related injuries, illnesses and/or exposures must be reported immediately to your supervisor or designee and the Broward Health Intake Service Coordinator at **1.888.373.8282** prior to seeking medical care for the work-related injury.

Broward Health is self-insured and self-administered for Workers' Compensation coverage and operates under State of Florida statutes, which require all medical treatment to be authorized by the Workers' Compensation Department in advance of treatment. Therefore, employees may not self-direct or refer themselves to any medical provider for care related to a work-related injury or illness.

If the injury is an emergency, or life/limb-threatening, please proceed to the nearest emergency room, or call 911 if you are not in a hospital. In any event, you will be assigned a primary care physician (PCP) who will manage your care related to the injury.

REMEMBER:

- 1. Notify your supervisor of your health status and maintain regular contact.**
- 2. If your injury results in lost time from work, Broward Health is committed to assisting you in recuperating as quickly as possible so that you may return to full, productive capacity (both at work and in your personal life). Our Workers' Compensation Department will work closely with you to ensure you receive the appropriate medical care so that you can continue your active employment with Broward Health.**
- 3. Before you are fully recovered, your treating physician may clear you to come back to work on restricted or light duty. Your return to work will be coordinated with your department head, HR, and Employee Health.**

For more details, please refer to HR Policies:

- **"Worker's Compensation Payments"**
- **"Worker's Compensation & Return to Work"**
- **"Workers' Compensation"**

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) is designed to assist employees with personal issues that could affect work, attendance, and performance. The EAP offers professional, confidential services to benefit eligible employees and their eligible dependents. Services provided include counseling services and information and referrals to resources that can assist with the resolution of personal, family, substance abuse, and job-related problems. EAP also offers work-life seminars that address workplace and personal issues. The goal of the program is to help employees develop a healthy work-life balance and enhance workplace productivity. Assistance is available by contacting the EAP office at **954.847.4EAP (847-4327)**. The Broward Health EAP has partnered with Aetna Resources For Living to provide additional services for Broward Health employees. Resources for living is a unique program that connects members and their loved ones with community resources. Members can obtain support in a variety of areas by making a quick phone call, or logging on to the self-directed website. Each member will have access to a variety of personal wellness services, live consultants that assist with finding local services and programs, and many additional benefits.

The EAP department's after hours crisis line is managed through this platform.

Contact them by calling: **1.888.238.6232**.

Website: ResourcesForLiving.com

Username: BrowardHealth

Password: EAP

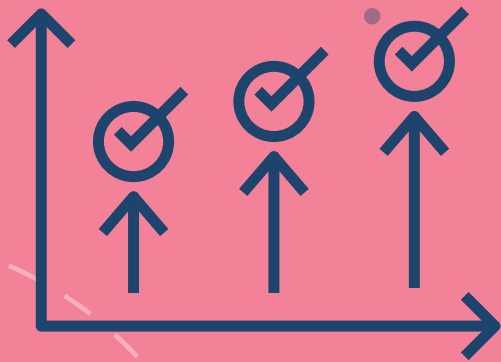
For more details, please refer to HR Policy:

- **"Employee Assistance Program (EAP)"**

BRIGHTLINE DISCOUNTS PROGRAM

This program offers employees a discount for SMART and PREMIUM train tickets. To benefit from the corporate discounts, please use your Broward Health email address to create your new Brightline account.

Corrective Action & PERFORMANCE IMPROVEMENT



EMPLOYEE ADVOCACY/APEALS PROCESS

Broward Health is committed to the equitable and fair treatment of all employees. Employee advocacy is everyone's responsibility. If you ever encounter a situation where your concerns are not satisfactorily addressed after discussing an issue with your immediate supervisor, you may utilize the employee advocacy/appeals process to resolve the issue. Employees who wish to access the advocacy/appeals program may contact the Office of Equity and Inclusion at **954.473.7323**.

For more details, please refer to HR Policy:

- **"Employee Advocacy- Appeals Program"**

CORRECTIVE ACTION

Broward Health encourages the resolution of work-related problems through open communication between an employee and his/her supervisor. Eligible full-time and part-time employees with a minimum of three (3) months continuous service may be subject to Broward Health's progressive corrective action system if the misconduct or negative situation(s) fails to improve. This policy is designed to provide a balanced and structured progressive action processes to address and facilitate work conduct, duties, and responsibilities consistent with all applicable organizational and departmental policies, practices, values, expectations, and laws.

Eligible employees are encouraged to use the employee advocacy/appeals program if they disagree with the corrective action given. To be eligible for the employee advocacy/appeals program, employees are required to sign the Corrective Action Acknowledgment Statement on the corrective action form and contact the Office of Equity & Inclusion at **954.473.7323** within seven days of receipt of the corrective action. An employee's refusal to sign the Corrective Action Acknowledgment will forfeit the employee's rights to the advocacy/appeals process.

For more details, please refer to HR Policy:

- **"Progressive Action Policy"**
- **"Employee Advocacy- Appeals Program"**

COACHING PLAN

A coaching plan (or a performance improvement plan) may be initiated for poor and/or deficient performance and to indicate areas for improvement. Failure to meet the goals of the coaching plan within a reasonable time may result in further disciplinary action, up to and including termination.

For more details, please refer to HR Policy:

- **“Progressive Action Policy**

TERMINATION OF EMPLOYMENT & RESIGNATION

Broward Health promotes employment stability but recognizes that employment is at-will for both the employer and employee. Therefore, employment may be terminated at any time by the employee or Broward Health for any reason.

If you wish to resign, please submit a written notice of resignation prior to your last day. Your required resignation notification period may vary based on your employment level in the organization. You may be given consideration for vacant positions should you re-apply for employment with Broward Health. However, consideration for re-hire will be on a case-by-case basis after evaluating several factors, such as past performance, reason for termination, etc.

Employees who are absent for three consecutive scheduled workdays without notifying their supervisor shall be considered to have resigned without notice. Job abandonment will be assumed if the employee has not notified their manager or designee by the end of the shift on the third scheduled workday.

If you are dismissed, your HR representative will provide you with the necessary information at termination.

Regardless of the reason for termination of employment, all employees must meet with their HR representative prior to the termination of the employment relationship, to review the status of your benefits upon termination, to discuss any outstanding balances you may have with Broward Health and to schedule an exit interview. It is very important that you meet with your HR representative prior to your last day of employment so that you may have your questions addressed prior to that day. You are also responsible for returning all Broward Health property,

including but not limited to, keys, badges, mobile devices, uniforms, and special equipment prior to the termination of the employment relationship.

Your final paycheck will be issued based on the organization’s payroll calendar. Any PL payouts will occur within 30 days, less any deductions for any money owed to Broward Health in accordance with all federal and state regulations, and Broward Health policies. Any accrued personal leave will be sent in a separate check approximately three weeks after your final pay period. A permanent forwarding address is required for our permanent personnel records and for the proper mailing of your W-2 form.

For more details, please refer to HR Policies:

- **“Resignation”**
- **“Severance – Staff”**



Open communication between an employee and their supervisor is valuable. Employees who wish to file a grievance or utilize the advocacy/appeals program may call the employee hotline at 954.473.7323.

Safety & SECURITY



HEALTH, SAFETY & SECURITY SERVICES

Periodically, you will receive training, instructions, or written updates on new or revised safety programs or policies that can help to protect you in the workplace. These programs are outlined in the Environment of Care Manual. These manuals are available to all employees to review and use as a resource tool.

COMMITMENT TO SAFETY

The personal safety and health of each employee, patient and visitor is of primary importance to Broward Health. We strive to maintain a comprehensive environmental safety program to minimize injuries and accidents to our employees, patients and visitors, and damage or loss to Broward Health. Our safety program requires the total commitment of all employees on safety matters. The success of our safety program means strict adherence to established policies, prompt reporting of incidents, potential incidents or near-misses, the elimination of hazardous conditions and pro-active behavior.

Supervisors are available to assist employees with safety and health requirements or concerns. Employees are expected to observe all applicable safety requirements, and to immediately report any unsafe or hazardous condition to his/her supervisor.

FACILITY SECURITY

Regional security officers provide Broward Health facilities with 24-hour security coverage every day to protect against vandalism and theft in buildings and grounds, to control and direct visitors and patients, and general policing activities. Broward Health reserves the right to examine any employee storage areas such as lockers, desks, or employee belongings while on the premises if there is a reasonable belief that unauthorized personal or Broward Health property is contained there.

In addition, Broward Health has in operation, various physical and electronic security systems throughout our facilities. These systems are designed to protect patients, visitors, employees, and assets of Broward Health. Breach of these systems increase the risk of property loss and jeopardizes the safety of our employees, patients, and visitors.

It is your responsibility as an employee of Broward Health to report unusual activities to your regional security department.

For more details, please refer to EOC Policy:

- **“Facility Security”**

REGIONAL ENVIRONMENT OF CARE COMMITTEES

Each region has an Environment of Care Committee charged with the development, implementation, and monitoring of the various safety programs contained in the Environment of Care manual.

Each Regional Environment of Care committee has a primary goal to:

- *Provide a safe, supportive, and functional environment for patients, staff members, and other customers served by Broward Health facilities.*
- *Provide comprehensive management plans for the seven (7) functions and processes identified in the Environment of Care standards by The Joint Commission (TJC). The seven Cross Functional Teams (CFT's) are:*
 1. Safety
 2. Security
 3. Hazardous Materials & Waste Management
 4. Emergency Preparedness
 5. Fire & Life Safety
 6. Medical Equipment
 7. Utility Systems
- *Develop or approve from the CFT's written policies and procedures designed to recognize, evaluate and control all potential hazards to patients, hospital staff and visitors to enhance safety within the hospital and on its grounds.*

RISK MANAGEMENT

Risk Management evaluates risks to the organization. The goal is to identify and evaluate potential risks and to be proactive to prevent occurrences or mishaps. This can only be accomplished through the cooperation and participation of each and every employee.

Employees must report any unusual occurrence having a negative impact to Risk Management, within three business days of the event. It is the responsibility of the person with the most knowledge of the incident, or the “first on the scene” to report the facts. An investigation will follow and procedures will be developed to prevent or avoid future mishaps.

EMERGENCY PREPAREDNESS PLANS

The Emergency Management Department collaborates with many community, state, and federal agencies to ensure the most efficient response for Broward Health during emergencies or disasters. The department is responsible for all aspects of Broward Health's emergency management plans. Preparedness is accomplished through continuous planning, training, and exercising. Disaster drills are conducted as necessary.

As a Broward Health employee, you are an essential team member. You could be asked to alter your work schedules or hours depending on the nature/type of emergency. Ask your supervisor what your participation and response to a critical incident should be as each department will have a slightly different response.

Having a personal plan is critical since disasters are unanticipated and may occur at any time. If you are not prepared at home, it may become difficult for you to fulfill your job responsibilities. Personal preparedness is everyone's responsibility.

To assist you in your personal or work preparedness plans consult your supervisor or e-mail the Emergency Management Dept. at emergencypreparedness@BrowardHealth.org or call the Employee Hotline at **954.355.5111** for updates. **Be Safe, Be Smart, Be Prepared.**

For more details, please refer to Policy Section 9:

- **“Emergency Management”**

FIRE PLAN

Well-informed and well-prepared employees are our best defense against fires. Every employee is required to know Broward Health's fire procedures, as well as their individual roles during a fire.

Duties will be assigned by your supervisor and should be carried out at once during non-scheduled fire drills. All fire alarms must be assumed to be "real" fires regardless of whether it is a drill or not *(please follow your assigned fire alarm duties immediately upon notification of a fire alarm)*.

Detailed information can be found in the Fire & Life Safety section of the Environment of Care Manual. Evacuation procedures can be found in the Emergency Preparedness section.

R.A.C.E. : *The following acronym can help employees remember the actions they need to take in case of a fire.*

Rescue all patients and personnel from danger.

Alert the fire department. Tell the operator where the fire is and what kind of fire.

Close all doors in the fire zone.

Extinguish the fire, if possible.

P.A.S.S.: *The following acronym can help employees remember the best way to use a fire extinguisher.*

Pull out the locking pin.

Aim the hose at the base of the fire.

Squeeze the handle and direct the extinguishing materials at the base of the fire.

Sweep from side to side across the base of the fire.

For more details, please refer to Policy:

- "Fire Safety Management Plan"
- "Fire Response Plans for the Satellite Sites"

*Your safety begins
with you.*

*If you see something,
say something!*



NAME: **Benefits & Retirement**
 MAIN LINE: **954.473.7371**
 EMAIL: **Benefits@BrowardHealth.org**

NAME: **BH Corporate HR**
 MAIN LINE: **954.847.4455**
 EMAIL: **BHCCorporateHR@BrowardHealth.org**

NAME: **BH Coral Springs HR**
 MAIN LINE: **954.344.3010**
 EMAIL: **BHCS-HR@BrowardHealth.org**

NAME: **BH Imperial Point HR**
 MAIN LINE: **954.766.8680**
 EMAIL: **BHIP-HR@BrowardHealth.org**

NAME: **BH Medical Center HR**
 MAIN LINE: **954.355.5048**
 EMAIL: **BHMC-HR@BrowardHealth.org**

NAME: **BH North HR**
 MAIN LINE: **954.786.6900**
 EMAIL: **BHN-HR@BrowardHealth.org**

NAME: **Employee Assistance Program (EAP)**
 MAIN LINE: **954.847.4327**
 EMAIL: **EAP@BrowardHealth.org**

NAME: **Employee Health**
 MAIN LINE: **954.473.7130**
 EMAIL: **EmployeeHealth@BrowardHealth.org**

NAME: **Leave Administration Center**
 MAIN LINE: **954.473.7701**
 EMAIL: **LeaveRequests@BrowardHealth.org**

NAME: **Office of Equity & Inclusion**
 MAIN LINE: **954.473.7323**
 EMAIL: **Diversity@BrowardHealth.org**
Diversity or Inclusion related events or programs

EMAIL: **Advocacy@BrowardHealth.org**
Corrective action disputes
Employee grievances
Complaints

EMAIL: **BEAT@BrowardHealth.org**
Employee Events/Activities

EMAIL: **Intern@BrowardHealth.org**
Internship opportunities

NAME: **Talent Acquisition**
 MAIN LINE: **954.847.4200**
 EMAIL: **TalentAcquisition@BrowardHealth.org**

NAME: **Workers Compensation**
 MAIN LINE: **954.473.7360**
 EMAIL: **WorkersCompensation@BrowardHealth.org**

If you need further clarification about any material presented in this handbook or have questions about any other employment issues, please feel free to contact your Human Resource Department.

Revised 12/97, 4/2000, 12/2001,
 1/2002, 6/2008, 11/2010, 4/11, 4/15
P-3766 - 119302 - (R) 10/16, **6/2023**

This form is to acknowledge that I have received either a hard copy or electronic copy of the Broward Health Employee Handbook (*hereinafter, "handbook"*). It is my responsibility to read, understand, and familiarize myself with this handbook and to comply with Broward Health's policies and guidelines. If I have any questions, I will contact my supervisor or my regional Human Resources Department.

I understand that this handbook is an informational reference and is not to be construed as a contract or a suggestion of a contract of employment, or a guarantee as to any of the terms, policies or conditions contained herein or added at any later time.

I also understand that only Broward Health's president & CEO has the authority to enter into any agreement for employment for any specified period, or to assure any benefits or terms or conditions of employment, or make any agreement contrary to the foregoing, and that same must be made in writing and signed accordingly.

I understand that Broward Health, at its sole discretion, with or without prior notice, may change, rescind, or add to any of the policies, benefits or practices described herein. I also understand that Broward Health policies are available on Broward Health's intranet, MyPlace, and that if changes in procedures will supersede or eliminate those found in this handbook, I will be notified of such changes through Broward Health's communication channels.

PRINT NAME

JOB TITLE

EMPLOYEE ID#

EMPLOYEE'S SIGNATURE

DATE

Employee Acknowledgement **FORM**







**BROWARD
HEALTH[®]**

1800 N.W. 49th Street
Fort Lauderdale, FL 33309
954.473.7000

BrowardHealth.org

