



<b>POLICY NUMBER:</b>		<b>402</b>
<b>ORIGINAL DATE:</b>		<b>November 10, 2010</b>
<b>TITLE:</b>	<b>PTO DONATION BANK</b>	
<b>KEYWORDS:</b>		

**ACCOUNTABILITY:**

VP of Human Resources

**OBJECTIVES:**

The Mission of Catholic Health Initiatives is to nurture the healing ministry of the Church, supported by education and research. Fidelity to the Gospel urges us to emphasize human dignity and social communities as we create healthier communities.

**POLICY:**

In keeping with our Core Value of Compassion, CHI St. Vincent has developed a process in which employees can donate PTO to be placed in a PTO fund that can be used to assist other employees who have exhausted their PTO and are still in need of time off.

*See Paid Time Off (PTO) Donation to the PTO Bank policy in My Handbook.*

As stated in the online policy, each MBO will have a local policy committee to determine guidelines and approve PTO Donation requests.

**Guidelines for donating PTO:**

1. Employees can donate any amount of hours to the PTO Fund but must keep a minimum of 40 hours in their own PTO bank.

**Guidelines for receiving donated PTO:**

1. CHI St. Vincent Employees are limited to accessing the PTO Fund two times in a 12 month period.
2. Employees are limited to a maximum of the employee's FTE per pay period for each request (no more than 80 hours for any employee).
3. Employees must be on an approved Leave of Absence with CHI.
4. If there are no donated hours in the PTO Fund the request will be denied.

**PTO DONATION BANK**

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January 11, 2020

## PROCEDURE:

The process to be followed when employees wish to donate PTO to the PTO Fund is as follows:

1. Employee locates the "PTO Donation to MBO PTO Bank" form in I-IR Payroll Connection I My Handbook I Find the Forms
2. Employee completes and signs the form indicating the number of hours they wish to donate. The form is given to Human Resources/Payroll for approval.
3. Human Resources/Payroll verifies that the employee has enough PTO to donate and approves the donation.
4. Payroll records the donation in ZY36 using pay code 612 for the next regular payroll. The donated hours are then deducted from the employee's PTO bank.

The donations will remain in the PTO Fund until needed and requested by another employee. Payroll will track all PTO Donation transactions.

Employees may confidentially request to receive PTO from the PTO Fund by following this process:

1. Employee locates the "Employee PTO Donation Bank Application for Assistance" form in HR Payroll Connection I My Handbook I Find the Forms.
2. Employee completes and signs the form indicating the number of hours requested. The form is then given to Human Resources/Payroll to determine eligibility.
3. Human Resources/Payroll submits the request to the PTO Donation Committee for approval by majority vote. The requester will be notified of the PTO Donation Committee's decision.
4. If the request was approved by the Committee, Payroll records the Donation request on ZY36 using pay code 613 to be paid on the next regular payroll. These requests will not be issued as off-cycle payments



PTO DONATION BANK

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<b>POLICY NUMBER:</b>		<b>707</b>
<b>ORIGINAL DATE:</b>		<b>July 01, 2003</b>
<b>TITLE:</b>	<b>ERGONOMIC PROGRAM- MINIMIZING ERGONOMIC STRESSORS</b>	
<b>KEYWORDS:</b>		

**ACCOUNTABILITY:**

VP of Human Resources

**OBJECTIVES:**

The Mission of Catholic Health Initiatives is to nurture the healing ministry of the Church, supported by education and research. Fidelity to the Gospel urges us to emphasize human dignity and social communities as we create healthier communities.

**POLICY:**

In keeping with the core values of reverence, integrity, compassion and excellence, CHI ST. Vincent is committed to the health of its employees by minimizing ergonomic stressors. The objective of this safety initiative is to prevent injuries and illnesses by removing their causes. For musculoskeletal disorder hazards this can be achieved by eliminating or reducing employee exposure through analysis of employee work stations, tools and equipment, parts and materials, work environment and work methods.

**DEFINITIONS:**

- I. **Ergonomics** – The science of matching the workplace and job demands to the physical characteristics of employees, rather than requiring employees to conform to an uncomfortable work environment. The focus is the prevention of employee symptoms and injuries through proper design of jobs, tasks, tools, and work areas.
- II. **Ergonomic Stressors** – Conditions that pose a biomechanical stress to the human body associated with an increased risk for development of musculoskeletal disorders.
- III. **Musculoskeletal Disorder**– Disorders of the muscles, nerves, tendons, ligaments, joints, cartilage and spine caused by repetitive motion or work related biomechanical stressors.
- IV. **Repetitive Motion Injuries** – Injury to the body's musculoskeletal system occurring as a result of prolonged exposure to repetitive motion activities or other ergonomic risk factors. Alternative terms frequently used include cumulative trauma disorders, repetitive strain injury, and repetitive trauma syndrome and overuse syndromes.
- V. **Work Related Musculoskeletal Disorder Hazard:** Work Activities and/or work conditions in which ergonomic stressors are present that are reasonably likely to contribute to a musculoskeletal disorder.

**COMMENTS:****I. Ergonomic Stressors**

- a. Poor workplace design can present ergonomic risk factors called stressors. These stressors include but are not limited to:

ERGONOMIC PROGRAM- MINIMIZING ERGONOMIC STRESSORS

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January 11, 2020



- i. Repetition: the number of motions or movements that are performed per cycle or shift
- ii. Force: the muscles used to produce force in order to perform a necessary activity such as lifting, grasping, pinching or pushing.
- iii. Extreme Postures: when muscles are required to work at a level near or at their maximum capacity
- iv. Static Postures: A special type of awkward posture which occurs when a body part is not moving, but is still doing work. (sitting in a chair, or holding an object)
- v. Contact Pressure: the pressure from resting part of the body against a sharp edge or corner (wrist on edge of desk while typing)
- vi. Vibration: exposure to local vibration occurs when a specific part of the body comes in contact with a vibrating object. Whole body vibration can occur while standing or sitting in vibrating environments or objects.
- vii. Cold Temperature: reduce the natural elasticity of the body and reduces the sensation of touch, therefore the employee may apply more force than required.

## **II. Symptoms of Musculoskeletal Disorder**

- a. Symptoms of Musculoskeletal Disorders may indicate that one or more ergonomic stressor may be present. There may be individual difference in susceptibility and symptoms among employees performing similar tasks.
- b. Any symptoms should be taken seriously.
- c. Common symptoms are, but are not limited to:
  - i. Numbness
  - ii. Tightness
  - iii. Tingling
  - iv. Swelling
  - v. Pain
  - vi. Stiffness
  - vii. Redness

## **III. Reporting of signs or symptoms**

- a. If an employee is experiencing any signs and symptoms of musculoskeletal disorders, the employee is to report their symptoms to their supervisor and follow the policy and procedure for reporting injuries at work.
- b. Administrative/Management personnel may request an ergonomic evaluation of work areas, or work processes by contacting the Rehabilitation/Physical Therapy Department. The therapy staff will conduct the evaluation and provide written documentation of recommendations.

## **IV. Work Strategy Controls**

- a. When an ergonomic hazard has been identified, the manager/director will first make efforts to resolve the concerns and/or provide a workable solution. If the situation requires additional assistance, the Human Resources Department will work with the department manager and employee to eliminate or minimize the hazard.
- b. The Physical Therapy Department may be contacted for a workstation and/or Work Process Review and recommendations.

- c. There are two general approaches to controlling ergonomic hazards: Engineering and Administrative.
  - i. Engineering Controls are changes made to the work station, tools, and/or equipment that alter the physical composition of the work area or process.
  - ii. Administrative Controls are changes made to regulate exposure without making physical changes to the area or process, for example taking frequent breaks, job rotation, or personal protective gear.

V. Responsibilities

- a. Documentation of any actions taken by the director/manager or recommendations made following an Ergonomic Assessment will be submitted to the Director of Security to be reported to the Environment of Care Committee.
- b. The Environment of Care Committee is responsible for:
  - i. Evaluating and monitoring the ergonomic program including assessing the nature and extent of ergonomic hazards.
  - ii. Recommending ways of minimizing or controlling these hazards.
  - iii. Providing staff training in ergonomic stressors and proper work practices.
  - iv. Administration and Department managers and directors are responsible for:
    - 1. Providing sufficient resources to implement ergonomic recommendations.
    - 2. Ensuring that employees are trained in ergonomics in the workplace.
    - 3. Request and support workstation evaluations and recommendations.



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<b>POLICY NUMBER</b>		<b>ON216PCS</b>
<b>ORIGINAL DATE:</b>		<b>April 2013</b>
<b>TITLE:</b>	<b>COWORKER SUPPORT IN TIME OF CRISIS</b>	
<b>KEYWORDS:</b>	Traumas, Errors, Safety Events, Team Dynamics, Support, Chaplain, Human Resources	

**ACCOUNTABILITY:**

Chief Nursing Executive  
 Market Director of Mission Integration  
 Market Director of Human Resources

**OBJECTIVES:**

At CHI St. Vincent, we make the healing presence of God known in our world by improving the health of the people we serve, especially those who are vulnerable, while we advance social justice for all. To fulfill this mission, CHI St. Vincent will support staff in resolving issues which develop as a result of challenging patient care situations.

**POLICY:**

- I. The hospital provides support to coworkers both individually and as teams during times of stress related to difficult patient care situations, clinical events, moral distress, or personal crisis.
  - A. Examples of such events include:
    - i. Level I traumas
    - ii. Unexpected or traumatic death of patient
    - iii. Complex patient or family dynamics
    - iv. Serious illness or death of coworker
    - v. Serious illness or death of coworker's family
    - vi. Serious Safety Events
    - vii. Internal or external emergency
    - viii. Financial distress
  - B. Coworker support is also available for long term stress and moral distress.
- II. Coworker support can be provided immediately by Staff Chaplains through Mission Integration. Continued support may also be provided by EAP through Human Resources.
- III. Access to coworker support, Individual Coworkers:

**Staff Support in Time of Crisis**

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- A. Coworkers may access support by contacting the Chaplain's Office through the hospital switchboard or by requesting a visit from a Chaplain on the Spirituality Tab on the Insider.
  - B. Coworkers may access EAP by contacting Human Resources.
- IV. Access to coworker support, Managers:
  - A. Upon the identification of any of the example events above (I. A.), the Director, Manager, or Supervisor of a unit or department should:
    - i. Escalate the event according to policy and practice;
    - ii. Contact the Chaplain on duty, if the event occurs during normal business hours, or the Chaplain on Call, if the event occurs on nights or weekends;
    - iii. Contact Human Resources to assess coworker and family resource availability.
  - B. The Chaplain will respond to the request for assistance by meeting with the individual and/or team, provide spiritual and emotional support in the moment to that individual and/or team, and evaluate what additional resources may be needed to support the individual and/or team.
- V. The Chaplain will continue to support the individual coworker or team to provide continued support.
- VI. Human Resources will continue to support the individual coworker(s) regarding EAP and/or coworker benefits.
- VII. Coworkers who are experiencing financial distress may apply for assistance through the Coworker Sharing Fund. Applications may be submitted on the Spirituality Tab on the Insider.
- VIII. Privacy:
  - A. Coworker privacy will be protected and anonymity will be preserved for any coworker seeking support;
  - B. The privacy of our coworkers who are patients in our hospital(s) or clinic(s) shall be protected under HIPAA.
  - C. Any communication of a coworker's private information beyond Mission Integration and/or Human Resources will be done only with the permission of the coworker.

Approved by Market Policy Review Committee, November 2023

#### Staff Support in Time of Crisis

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<b>POLICY NUMBER</b>		Human Resources A-024
<b>ORIGINAL DATE:</b>		July 1, 2021
<b>TITLE:</b>	Family and Medical Leave	
<b>KEYWORDS:</b>		

**ACCOUNTABILITY:**

VP Human Resources

**OBJECTIVES:**

The Mission of Catholic Health Initiatives is to nurture the healing ministry of the Church, supported by education and research. Fidelity to the Gospel urges us to emphasize human dignity and social communities as we create healthier communities.

**POLICY:**

CommonSpirit Health adheres to the requirements under the federal Family Medical Leave Act (FMLA) and all other correlating and applicable state laws and regulations regarding similar leaves of absence, i.e., California Family Rights Act (CFRA)<sup>1</sup>

Employees are eligible for leave under the FMLA (FML) if they have been employed for one (1) year and have worked 1,250 hours or more over the prior twelve (12) month period<sup>2</sup>. Where eligible, unpaid leave of up to twelve (12) weeks may be granted under the FMLA for any of the following reasons:

- The employee's own serious health condition.
- Birth and care of a child within one year of the birth.
- Placement and care of an adopted or foster care child within one year of placement.
- The serious health condition of a parent, child, or spouse.
  - Child for health-related FMLA is defined as a child under 18 years of age or if over 18 if incapable of self-care due to a physical or mental disability at the time leave is to commence.
- For qualifying exigencies that arise when the employee's spouse, child or parent is on covered active duty or called to active duty status.
- To care for a covered service member with a serious injury or illness and for a period of 26 workweeks within a 12 month period, if the eligible employee is the service member's spouse, child, parent or next of kin.

CommonSpirit requires any employee seeking FML or leave under any other leave policy to follow all CommonSpirit leave of absence and time and attendance policies, procedures and rules, and any applicable law(s) or regulation(s).

Employees who misuse or abuse FML, or other leaves of absence as may be approved under CommonSpirit policy, and as determined by CommonSpirit in its sole discretion, or as may otherwise be provided for by law or regulation are subject to disciplinary action, up to and including termination.

Employees working other job(s) while on FML may be considered to have voluntarily resigned their employment with CommonSpirit. Exceptions may be made on a case-by-case basis by Human Resources based on discussion with the employee and valid medical documentation.

Time off as a result of an occupational injury, or placement in a temporary, transitional duty position pursuant to a workers' compensation claim runs concurrently with FML and will count towards the 12-week maximum FML.

CommonSpirit uses a rolling backward method for determining the 12 month period during which the employee may take up to 12 weeks of FML. For the rolling backward method, each time an employee takes FML, CommonSpirit uses that date and measures 12 months back from it. An employee would be eligible for remaining FML not used in the preceding 12 month period.

<sup>1</sup> <http://ca.db101.org/ca/situations/workandbenefits/rights/program2c.htm>

<sup>2</sup> **Special "hours of service" requirements apply to airline flight crew employees.**

## **APPLICABILITY**

This Policy applies to employees of CommonSpirit facilities utilizing the CommonSpirit Human Resource Management platforms and System Office administrative services. Employees of other facilities are to be referred to their facility policy or consult with their local Human Resources representative.

## **COLLECTIVE BARGAINING AGREEMENT APPLICABILITY**

The Collective Bargaining Agreement shall govern where there is a conflict between this Policy and an applicable Collective Bargaining Agreement.

## **GUIDELINES**

### **1. Advance Notice**

When FML is foreseeable employees must provide at least thirty (30) days advance notice to their employer. Where FML is not foreseeable, employees are encouraged to provide as much notice as is practicable.

### **2. Medical Certification**

Medical certification may be required to support FML.

Medical certifications are at the employee's expense. The organization may seek a second or third opinion at its own expense. Failure to provide appropriate medical certification may result in delayed approval or denial of FML. FML may require a *fit for duty* report before a return to work is authorized.

Recertification of a leave event is required every 6 months except where state or local exemptions apply.



### **3. Use of Accrued Paid Time Off**

- a. Accrued PTO/vacation, personal days, other accrued sick time/leave and Extended Illness Bank (EIB) time, must be used prior to beginning unpaid FML subject to applicable law(s) or regulation(s).
- b. Where applicable, holiday hours separate from PTO banks cannot be used or paid until after the employee returns to active employment.
- c. Employees do not accrue PTO/vacation, personal days, sick time/leave, or EIB hours while receiving wage replacement benefits under applicable Short Term Disability policies, during FML or other types of unpaid leave.

### **4. Disability Insurance**

- a. Employees are to apply for State Disability Insurance (SDI) in states that provide SDI.
  - i. If the FML qualifies for SDI and the employee has accrued paid time available, CommonSpirit will integrate the employee's pay with state disability or wage replacement programs to the extent permitted by law.
- b. Where applicable, employees may be eligible for wage replacement benefits under applicable Short Term Disability policies (STD).
- c. In no case will an employee receive more than 100% of their weekly base salary when receiving any combination of short term disability, vacation, PTO, EIB, ESL, State sick or other disability pay.

### **5. Benefits**

- a. Benefits shall be maintained during the paid portions of FML (PTO/Vacation, personal days, sick time/leave, EIB, and wage replacement under STD policies). The employee portion of the benefits cost will be auto-deducted from the employee's pay.
- b. Health insurance benefits while on a protected, unpaid leave of absence shall be billed directly to the employee for employee contributions needed to continue benefits. If an employee does not pay the costs of these benefits, coverage will end unless the employee returns to work prior to coverage being canceled. In such cases, any remaining unpaid benefit premiums will be deducted from future paychecks, in accordance with applicable laws, and coverage will remain active.
- c. While on unpaid leave, other voluntary benefit (i.e. Supplemental Life, Critical Illness, Accident Insurance, etc.) deductions must be paid by the employee directly to the plan administrator to continue the coverage under these plans.
- d. When the employee returns to work from a protected leave, the employee will be eligible immediately for benefits (assuming the employee meets all eligibility requirements) and the employee's coverage will automatically be reinstated.
- e. Beginning on the first day of the month following the exhaustion of FML the employee may elect to continue benefit coverage under COBRA by paying the full cost of coverage as provided under COBRA.

### **6. Other Leaves of Absence**

- a. Due to the disruption to the business and the burden placed thereon, an employee may not be on FML, Medical Leave, Personal Leave, or other state or local leave (where applicable) for more than 12 consecutive months, unless otherwise required by law. Nothing in this paragraph is to be interpreted to suggest that a leave of absence for a

period of 12 months is available or reasonable under any of the types of leave outlined herein.

- b. FML will run concurrently to any leave granted under applicable state or local leave laws.
- c. CommonSpirit complies with and adheres to all requirements of other applicable state or local leave of absence laws or regulations as may be applicable.

## **7. Return to Work**

- a. An employee's job is protected while on FML, and employees returning to work before or upon the exhaustion of FML will be returned to the same or equivalent position.
- b. Failure to adhere to FML regulations or failure to timely return to work after the exhaustion of FML may result in termination of job protection status or employment.
- c. A "key employee" may not be entitled to job reinstatement under the FMLA where the circumstances are such that it would cause "substantial and grievous economic injury to the organization."
  - i. A "key employee" is defined as a salaried, FMLA-eligible employee who is among the highest paid 10 percent of all employees employed by CommonSpirit within 75 miles of the employee's worksite.

## **ASSOCIATED DOCUMENTS**

CommonSpirit Administrative Procedure Human Resources A-024P Family and Medical Leave

**SUBJECT:** Family and Medical Leave

**PROCEDURE NUMBER:** Human Resources A-024P    **EFFECTIVE DATE:** July 6, 2023

National/System Offices

Acute Care Facilities  
Facilities

Non-Acute Care

## **ASSOCIATED POLICY:**

CommonSpirit Administrative Policy Human Resources A-024 Family and Medical Leave

## **APPLICABILITY**

This Procedure applies to employees of CommonSpirit facilities utilizing the CommonSpirit Human Resource Management platforms and System Office administrative services. Employees of other facilities are to be referred to their facility policy or consult with their local HR representative.

## **COLLECTIVE BARGAINING AGREEMENT APPLICABILITY**

The Collective Bargaining Agreement shall govern where there is a conflict between this Procedure and an applicable Collective Bargaining Agreement.

## **PROCEDURE OR PROCESS:**

### **Application for Family and Medical Leave (FML)**

- a. Application for FML is to be submitted to LOACentral no more than 30 days prior to the desired leave start date. Medical certification supporting the need for FML must be submitted for the leave to be considered.
- b. Employees may apply online for FML by selecting the LOACentral link on EmployeeCentral or may contact LOACentral through the EmployeeCentral Contact Center from 8:00 am to 8:00 pm EST by using the following number:
  - 1-855-475-4747, Prompt 3 to request a leave or status of a leave.
- c. In the event an employee is hospitalized or incapacitated and is unable to report the leave, one may be initiated on behalf of the employee by their supervisor or a family member.

### **Intermittent Leave**

- a. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule. Intermittent or Reduced Schedule for bonding with a new child may only be taken if permitted under state law.
- b. Intermittent time is allowed for use in fifteen (15) minute increments.
- c. This reporting process is intended to streamline timely and accurate reporting to LOACentral and is not to be viewed as a substitute for an employee's obligation to keep their manager informed.
- d. If an intermittent leave is foreseeable, employees must notify the employer at least forty-eight (48) hours in advance. If the absence is unforeseeable, employees must report the absence when the absence occurs.
- e. Employees are responsible for reporting intermittent time off usage to LOACentral within two (2) days of FMLA use. For purposes of calculating the two day time period, the initial day of absence is counted as day one (1).
  - a. Intermittent time off is to be reported electronically by accessing LOACentral on the EmployeeCentral website.
  - b. In the event time off cannot be reported through the web, the employee can contact LOACentral via phone.
- f. Time reported outside of this period will not be designated as FMLA or count as a protected leave under the employee's FMLA entitlement unless there are extenuating circumstances that otherwise precluded timely reporting. It will be considered an unexcused absence and will count as an "occurrence" under the facility Attendance policy.

### **Pay During Leave**

- a. FML is unpaid, however pay replacement may be available through accrued time off programs or other company-sponsored plans, i.e. Vacation, PTO, Sick time, Extended Illness Bank (EIB), or Short Term Disability (STD).
- b. In no case will an employee receive more than 100% of their weekly base salary when receiving any combination of short term disability, vacation, PTO, EIB, ESL, State sick or other disability pay.
- c. Accrued time off will be paid automatically prior to taking unpaid time off, except where federal, state or local exemptions apply.
- d. LOACentral will instruct employees on eligibility and use of STD, where applicable.

- a. Requests to supplement STD with vacation or PTO hours must be submitted to LOACentral at the start of the leave. Requests to supplement STD with PTO or vacation hours after the start of the leave will be denied.
- b. Employees may not use personal hours or holiday hours to supplement STD pay.
- c. Employees do not accrue vacation/paid time off, or EIB hours during an unpaid leave or on STD benefits.

## Benefits

- a. During the time the employee is on a paid leave, the cost of the employee portion of benefits will be deducted from the employee's pay.
- b. Health insurance benefits while on a protected, unpaid leave of absence shall be billed directly to the employee for employee contributions needed to continue benefits. If the employee does not pay the costs of these benefits, coverage will end unless the employee returns to work prior to coverage being canceled. In such cases, any remaining unpaid benefit premiums will be deducted from future paychecks and coverage will remain active.
- c. Deductions for other elected voluntary benefits (i.e. Critical Illness, Accident Insurance, etc.) and supplemental life insurance must be paid directly to the plan administrator to continue coverage while on unpaid leave of absence.
- d. For information about continuation of benefits while on unpaid leave of absence, employees may contact the following number:
  - 1-855-475-4747, Prompt 1 for questions related to employee benefits.
- e. The employee will receive notice from CommonSpirit about the premium owed and where to send their payment.
- f. Salary deferrals to the employee savings plan will stop once an employee begins an unpaid leave.
- g. Eligible paid hours while on a leave will count towards the Retirement Savings Plan hours of service. If an employee is on an approved unpaid leave, hours of service will continue to be credited based on the employee's current Full Time Equivalent (FTE).

## Return to Work

- a. Prior to the expected end date of a leave, LOACentral will contact the employee to verify the return to work date.
- b. If the employee confirms their intention to return to work as expected, LOACentral will confirm the date with the employee's supervisor.
- c. If the employee states their ability to return to work is in a limited capacity, or they are unable to return to work, options will be discussed with the employee.
- d. CommonSpirit will consider an employee to have voluntarily resigned if they have not responded to their LOA Coordinator and fail to report to work on the next scheduled work day following the exhaustion of their leave.
- e. If returning from a leave with no job guarantee, and the job is no longer available, an employee may seek and apply for an open position.
- f. If the employee does not secure a position and is not eligible for additional leave, employment will terminate.



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Approver(s):	Alexander, Sunetta <i>Director</i>
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Summary of Changes/Updates:

Add CSH policy



<b>POLICY NUMBER</b>		<b>606</b>
<b>ORIGINAL DATE:</b>		<b>07/01/2003</b>
<b>TITLE:</b>		<b>Tobacco Free Workplace</b>
<b>KEYWORDS:</b>		Tobacco

**ACCOUNTABILITY:**

VP of Human Resources

**OBJECTIVES:**

The Mission of Catholic Health Initiatives is to nurture the healing ministry of the Church, supported by education and research. Fidelity to the Gospel urges us to emphasize human dignity and social communities as we create healthier communities.

**POLICY:**

This policy applies to all CHI St. Vincent coworkers, physicians, volunteers, contractors, visitors, patients, vendors and temporary staff at all CHI St. Vincent entities and is in effect 24 hours per day, seven days a week. The CHI St. Vincent tobacco policy is the result of continuous efforts to provide the best environment possible for our patients, visitors, coworkers, physicians, contractors and volunteers. By implementing this policy, CHI St. Vincent recognizes the negative effects of tobacco and tobacco byproducts on our patients, visitors, physicians, contractors, volunteers and coworkers who seek services or work in a CHI St. Vincent facility.

**PROCEDURE:**

To eliminate the hazards of secondhand smoke for others who are on our property, even if it is outdoor. Eliminate the hazards of tobacco chemicals on clothing, hair and skin, which are then leached off into the indoor environment, causing health hazards

While CHI St. Vincent is not dictating that all coworkers, volunteers, contract personnel, contractors and physicians be non-smokers, this policy requires all individuals refrain from the use of tobacco products during work hours, during breaks and meal breaks while on CHI St. Vincent property. Coworkers who do smoke, should not report to work or return to work with the strong smell of tobacco smoke on their clothing; if a coworker reports or returns to the work area smelling of smoke, they may be asked to either:

- Go home to change before returning for the remainder of the shift; or
- Go home for the remainder of the shift.

Non-exempt coworkers will be required to clock out in these instances. Repeated occurrences of a coworker needing to go home due to this issue may result in corrective action, up to and including termination.

CHI St. Vincent coworkers will be subject to disciplinary action for the use of tobacco products anywhere on the property of CHI St Vincent during a coworkers' scheduled work shift. These areas would include but are not limited to hospital's grounds, in parking lots/parking garage, walkways, and for accessing surrounding private property for the purpose of smoking during the work shift. In keeping with the mission of CHI St. Vincent to improve the health status of all people within our community, CHI St. Vincent is committed to serve as a model for a healthy, patient-centered environment and is thereby designated a tobacco free environment. It is our responsibility to provide a tobacco-free workplace and an environment where patients, visitors, physicians and staff are as free as possible from the hazards associated with the use of tobacco products.

## **DEFINITIONS**

Tobacco use is defined as, holding or using a lighted cigarette, cigar, or pipe of any kind, or emitting or exhaling smoke or vapor of any kind. This definition also includes the use of smokeless tobacco, the e-cigarette and any product used (inhaled) in ways similar to the use of conventional tobacco products. Electronic cigarettes, cigars, and pipes contain no tobacco leaf or stem material, but are designed to look like conventional cigarettes, cigars, and pipes, and to produce a mist or vapor upon each inhalation by the user that resembles and tastes like the smoke produced by conventional tobacco products. And, like the conventional tobacco products, that are intended primarily for the delivery of volatilized chemical substances to affect the body's structures and functions and/or to mitigate or treat the symptoms of nicotine addiction. These products are designed with a re-chargeable battery-operated heating element that volatilizes the chemical constituents contained within replaceable cartridges. These cartridges may or may not include nicotine. The FDA states that the marketing of the "electronic" cigarettes, cigars, pipes, and their components, as described above, in the United States violates sections 505 and 501(f)(1)(B) of the Act (21 U.S.C. 355 and 351(f)(1)(B)) and are subject to enforcement action.

## **ENFORCEMENT**

Leadership (Supervisors, Managers, Directors, Senior Leadership) is the first line of maintaining coworker and visitor policy compliance with monitoring and intervention responsibilities.

Security will watch for smoking violations during routine patrols of CHI St. Vincent buildings, properties, and grounds. Security will also respond to special requests for intervention. Security staff will also be the second line of coworker and visitor policy communication and education. In the event compliance is not forthcoming, security may request person(s) to leave the property.

All coworkers are expected to take a respectful role in communicating the benefits and necessity of this policy. This includes informing violators of the policy.

The responsibility for communicating this policy is placed upon all CHI St. Vincent coworkers, physicians, students and volunteers. This responsibility is twofold and applies to individual behavior as well as the responsibility to inform patients and guests of the policy and its related procedures.

Any coworker physician, student, or volunteer observing a violation should politely and clearly inform the offender of the policy.

All leadership is responsible for consistent application of this policy in their areas. Human Resources will lend additional communication support:

- Inform employment applicants of the Tobacco Free Workplace Policy by means of a statement during the interview process.
- Employment offer letter.
- Address the Tobacco Free Workplace policy during new coworker orientation.

- Address the Tobacco Free Workplace policy in leadership meetings.
- Include the Tobacco Free Workplace policy statement in the Orientation Handbook.

#### **RECOMMENDED CESSATION PROGRAMS**

We are proud of our efforts to make health and wellness a priority, and to offer steps to our coworkers, patients, and visitors toward a healthier way of life through tobacco cessation.

Our Employee Health plans and promotes programs, on an ongoing basis, to assist coworkers, contractors, volunteers, patients, physicians, and the general public to discontinue tobacco use.

Our recommendations for coworker support to discontinue the use of tobacco products include:

- Provide tobacco cessation class onsite.
- Provide links to tobacco education or support websites through the cm St. Vincent website for coworker physicians, and volunteers seeking other resources.

#### **POLICY VIOLATION CONSEQUENCES**

Managers who are aware of coworkers taking tobacco breaks or using tobacco during work hours while on hospital's property should counsel coworkers consistent with the CHI St. Vincent Disciplinary Policy. Infractions of the Tobacco Free Workplace policy will be handled in accordance with the following progressive disciplinary process.

- First Offense (initial Warning): The coworker will be referred to the Employee Health Nurse to obtain information on smoking aids and support to eliminate tobacco use during work hours.
- Second Offense (1st Written Warning): The coworker will be referred to a tobacco cessation class.
- Third Offense: Written with suspension.
- Fourth Offense: Termination

#### **Coworkers' Responsibility**

Coworkers who observe other coworkers using tobacco, may either report their observations directly to the most available security officer or report their observations to their manager who will then contact security to follow up on their observation. Security is responsible for reporting infractions to the Director of Human Resources or his/her designee. Human Resources will notify the coworker's manager so that the appropriate level of counseling is provided.

#### **Security's Responsibility**

When Security observes a coworker using tobacco; the officer should ask for the coworker's name "ID number and department, remind the coworker of the Tobacco Free Workplace policy and request that s/he stop his/her use immediately. The security officer will then notify the Director of Human Resources or his/her designee, who will in turn notify the coworker's manager and disciplinary counseling will be conducted.



## Scripting

### Unit Situations with Patients, Families and Visitors

"Someone from the hospital took me out to smoke when I was here last time, why can't I go outside now?"

#### Response (For Visitor or Patients)

As of January 1, 2018, our campus became entirely tobacco free. In an effort to promote health and wellness and for your benefit and others around you, we have banned tobacco products (including smokeless tobacco and three-cigarette) on all CHI ST VINCENT property.

Response: (For Patient)

"Would you like me to contact your nurse/physician for an order for nicotine replacement therapy while you are in the hospital? Nicotine replacement therapy will help you with your cravings. If you would like, I can contact our Tobacco Treatment Adviser for a consultation."

#### Response: (For Visitors)

"We offer nicotine replacement products (patches, lozenges, and gum) in our Gift Shop. These products will make you more comfortable while you are visiting CHI St Vincent"

Schedulers, Registration and Physician Office Staff response to patients.

"I'd like you to know in advance that CHI ST VINCENT property is entirely tobacco free as of January 1, 2018. Tobacco use is not permitted on any property, grounds, or parking areas. Nicotine replacement products will be available to hospitalized patients. Patients will not be allowed to leave the hospital to smoke."

Surgery Waiting Room Staff: Family member/visitor wants to go outside to smoke while waiting for a person in surgery to go into recovery.

"All CHI ST VINCENT property, grounds, and parking areas are tobacco free. If you decide to leave the campus to smoke we will notify you on your cell phone or pager when they are out of surgery. If you don't want to leave, you can purchase nicotine replacement products in our Gift Shop."

### Outdoor Encounters with Visitors and Patients

If you see a person using tobacco products on CHI ST VINCENT property

"Excuse me Sir (Ma'am). All CHI ST VINCENT property, grounds and parking areas are tobacco free. You can purchase nicotine gum/patches/lozenges in the Gift Shop while you are here. Would you please extinguish your cigarette, cigar, and pipe? Thank you."

*"Where am I (visitor) allowed to smoke?"*

"All CHI ST VINCENT property, grounds and parking areas are tobacco free. Please leave the campus if you wish to smoke. Nicotine replacement products (gum, lozenges, and patches) are available for purchase in our Gift Shop to assist you while you are here."

*"Why are you making me leave hospital property?"*

"For your health and the health of others, CHI ST VINCENT is a tobacco free campus. Many of our patients who come to this hospital have cancer or respiratory problems and their health is affected by second hand and third hand smoke. We must provide them an environment free from the impact of secondhand and residual smoke."

*"I have to, have a cigarette/ My loved one is very ill or just passed away."*

"I'm sorry about your loved one. Is there something I can do to help?" (Provide assistance if requested)  
Walk away if no help is requested.

Smoking cessation programs and incentives are available to those who want to quit smoking.  
Visit CHI Healthy Spirit website for more information or contact your Human Resources Department.



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# WEIGHT LOSS CHALLENGE TOOLKIT



**Are you interested in kicking off a Weight Loss Challenge in your Department?**  
**We can help!**

Our CHI St. Vincent Wellness Team will provide you with some tips to get started and help make your journey a little easier! At the end of the challenge, we will host a "celebration" for your participants with healthy snacks and door prizes.

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## Getting Started:



**Contact Debbie Staton**  
**CHI Wellness Coordinator**  
[debra.staton@commonspirit.org](mailto:debra.staton@commonspirit.org)

## What's included:

- How to start a weight loss challenge in your department
- Inventory list
- Measurement Tracker
- Biometric Data Sheet
- Nutrition Log
- Certificate of Achievement





## MyWellness Lyra Mental Health Benefit



Lyra provides care for your emotional and mental health how, when and where you need it. Whether you're experiencing a life change; feeling stressed, anxious or depressed; or if you just need someone to talk to – Lyra's top coaches and therapists are here to support you.

**You and your eligible dependents and household family members can access 10 coaching or therapy sessions per person, per year, at no cost to you.**



### Lyra Essentials

A rich library of research-based self-care resources for everyday life.



### Self-Guided Care

Get a personalized six-week care plan, stay on track with feedback and support.



### Coaching

Through regular sessions and activities, develop skills and strategies for lasting change.



### Therapy

Access quality therapists, book appointments online, stay connected throughout the week.



### Medication Management\*

Get matched with a mental health physician for medication consults and help tracking your symptoms. (Beginning February 2023)



### Work-Life Services

Consultations and referrals for legal, identity theft, financial, and family care issues.

*\*Visit the Lyra website to determine if your medical plan is eligible.*

## How to start your journey

Get high-quality, confidential care with Lyra in three easy steps:

- 1 Register at [commonspirit.lyrahealth.com](https://commonspirit.lyrahealth.com) with your work or personal email address.
- 2 Answer a few questions to get matched with high-quality providers.
- 3 Meet with your provider virtually or in-person to start your journey.

Download the free Lyra app from the [App Store](#) or [Google Play](#).

## Discover more ways to be kind to yourself

The MyWellness program offers more than 100 activities that inspire and motivate you to be kind to yourself. To create your account, use your My HR Information Employee ID found on EmployeeCentral.

### From your work computer

EmployeeCentral > MyBenefits > Well-being Programs tab > View MyWellness Website

### From your home computer

[home.commonspirit.org/mywellness/vp](https://home.commonspirit.org/mywellness/vp)

### From your mobile phone

Download the free Virgin Pulse app from the [App Store](#) or [Google Play](#).



Scan this code to visit the MyWellness website



### Need help getting connected?

Contact Virgin Pulse Member Services at 833.721.4094 Monday through Friday, 8 a.m. to 9 p.m. ET.





# Well-being EZ Texting Program

Sign up now for the new well-being EZ Texting Program and get the latest wellness updates on your phone, including:

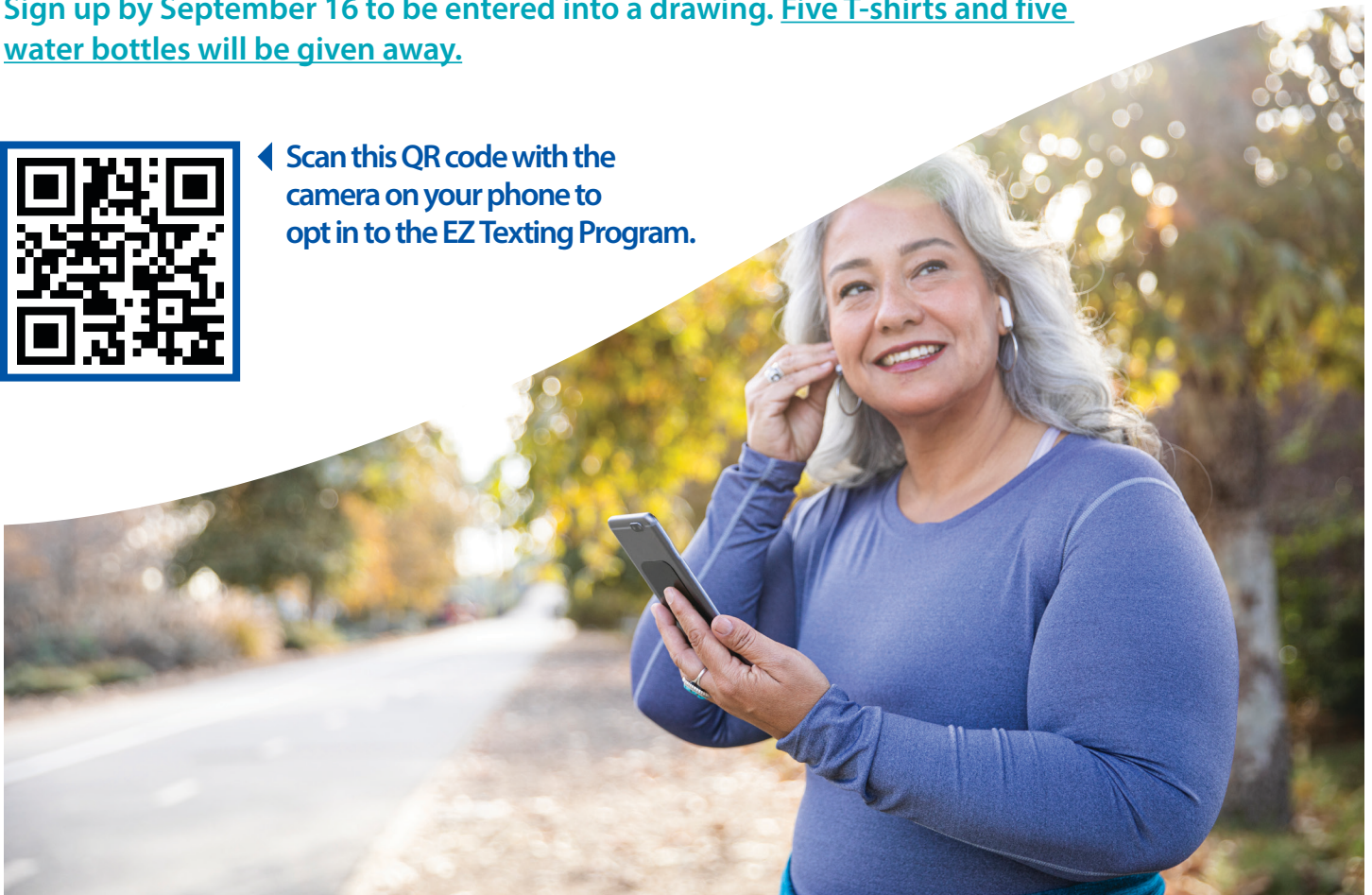
- Upcoming events
- Reminders about wellness incentives
- National & local program information

To opt-in, text “Champions” to 501.298.3070 or scan the QR code below. Wellness texts will be sent once a week.

Sign up by September 16 to be entered into a drawing. Five T-shirts and five water bottles will be given away.



◀ Scan this QR code with the camera on your phone to opt in to the EZ Texting Program.



# Healthy Habits Local Rewards Program

## Quarter 1: January 1 - March 31 - Find New Opportunities!

Attend a Well-Being Event (virtually or in person).	Send a photo of your happy place.	Focus on self-care by creating your own self care routine. List five things you will do to care for yourself.	Engage in random acts of kindness. Make a list of what you do and write them down.	Download the free Virgin Pulse app onto your mobile device using the Apple App Store or Google Play.
Attend a wellness webinar of your choice.	Engage in personal exercise of your choice (class or individual setting - in person or virtual).	Visit the MyWellness Website: <a href="http://home.commonspirit.org/mywellness/vp">home.commonspirit.org/mywellness/vp</a>	Walk or run three times per week.	Engage in a mindfulness activity (examples: deep breathing, yoga, stretching or journaling).
Engage in the "Weight Loss Challenge" for your department - for more information, contact Debbie Staton, CHI Wellness Coordinator at <a href="mailto:debra.staton@commonspirit.org">debra.staton@commonspirit.org</a> .	Visit the new mental health website <a href="http://Commonspirit.lyrahealth.com">Commonspirit.lyrahealth.com</a> and access 10 free visits.	Send your favorite healthy recipe and photo.	Visit Ovia Health - a website for women and families	Lead a stretch at your next department meeting and send in a photo.
Sign up for EZ Text (text Champions to 501.298.3070 to receive wellness messages). 	Juggle work and family by visiting <a href="http://Care.com">Care.com</a>	Send a photo or email of leadership promoting MyWellness to Debbie Staton, CHI Wellness Coordinator ( <a href="mailto:debra.staton@commonspirit.org">debra.staton@commonspirit.org</a> ).	Take a brisk walk and capture a photo.	Conduct a walking meeting in your department.

For questions and to submit Quarter 1 card, email Debbie Staton, CHI Wellness Coordinator at [debra.staton@commonspirit.org](mailto:debra.staton@commonspirit.org).

To participate, please select at least five activities to complete. All coworkers who submit their completed Quarter 1 card with at least five activities will receive a choice of 2024 t-shirt or water bottle. In addition, they will be entered into a random drawing at the end of each quarter for an additional prize.

Submit a photo to Debbie Staton of a completed activity to get an additional entry into the quarterly drawing.  
Each photo submitted will get an additional entry.