I. Purpose
   This policy outlines general rules of personnel issues.

II. General
   A. Refer to the Rules and Regulation section of the Employee Handbook of the University of Mississippi Medical Center for a complete list of terminable offenses.
   B. Rules and Regulations of the University of Mississippi Medical Center Employee Handbook should be used as guidelines in conducting yourself in a professional manner.
   C. Failure to exhibit a mature and thoughtful attitude toward patients, fellow workers, visitors, or customers may result in disciplinary action.
   D. Violations of any policies may result in disciplinary actions.
   E. Initial probation is assigned for a period of 90 days. During the probationary phase an employee can be terminated without notice.
   F. Employees are eligible for vacation, merit increase and promotion after their 90-day probationary phase.
   G. Employees must record their starting time and departure time on a time clock system.
   H. It is the responsibility of each employee to keep up with their name badge.
   I. Report any errors or problems with the time badges to a Supervisor as well as to the Administrative Assistant.
   J. Employees are solely responsible for performing their time clock duties.
   K. Overtime will not be allowed unless prior approval has been obtained from the Supervisor.
   L. Falsification of time or payroll records is grounds for immediate dismissal.
   M. Shift assignments, work schedules and duty assignments of all personnel are the responsibility of the Clinical Coordinator or designated Supervisor.
   N. Regular shift times are: day shift, 0645 to 1515; evening shift, 1445 to 2315; night shift, 2300 to 0700; AM shift, 0645 to 1915; and PM shift, 1845 to 0715.
   O. All employees are expected to be on the job, uniformed and ready to begin work at the starting time. If an employee is going to be delayed in arriving, he/she must personally speak with the Supervisor on duty and inform them of the expected arrival time.
   P. Failure to report to work as scheduled may result in reprimand, probation or termination.
   Q. No one may swap or exchange shifts with another employee without approval from a shift supervisor or a clinical coordinator.
   R. Permission to exchange shifts with another person must be requested in writing by both parties and submitted to a Shift Supervisor. Employees are responsible for submitting a copy of that agreement to a Clinical Coordinator. Approvals will be written on the schedule by the management staff of respiratory care.
   S. Supervisors are responsible for enforcing all policies and procedures of the institution.
SUBJECT: Personnel

T. Daily work assignment is at the discretion of the Supervisors.
U. Although an employee may be assigned to a team or service area, he is expected to work wherever and whenever required.
V. Any employee who requires assistance in determining the correct course of action to take in any situation involving clinical care, or in any matter involving procedural discrepancies, should request assistance from a Supervisor on duty.
W. The Supervisor may contact the Administrative Therapist-On-Call for administrative problems that need resolving.

IV. Personal leave
A. All personal leave MUST be approved in advance.
B. Adequate coverage for patient care takes priority over personal leave.
C. Personal leave should be planned to coincide with the normal monthly schedule so the absence causes the least amount of disruption.
D. Vacation requests should be made at least six weeks in advance of the desired time.
E. Members of the Respiratory Care administrative staff must submit his/her request for personal leave directly to the Director for approval.
F. Members of the Respiratory Care clinical and equipment staff must submit his/her request for personal leave to the Clinical Coordinator or designated scheduler.
G. All leaves of absence must be discussed with and approved by the Director.

III. Medical Leave
A. The first eight hours of sick pay must be paid out of an individual’s personal leave account.
B. Major medical leave may be paid after the employee has used eight hours of personal leave for absences due to illness.
C. Major medical leave will be uncompensated if the person is within the initial probationary period.
D. Major medical leave may be taken without pay if the employee has no accrued medical leave or personal leave.
E. Physician medical excuses are required for absences consisting of thirty-two or more consecutive working hours due to illness regardless of payment request.
F. Payment for medical leave in excess of 32 hours will be authorized only when certified by a medical doctor.
G. Major medical leave may be used without prior use of personal leave to cover scheduled physician appointments or physician approved treatments for the treatment of a documented chronic illness.
H. Abuse of medical leave may result in disciplinary action.
I. Personal leave may be requested when absence from work is required because of illness in the employee’s immediate family.
J. The employee should request medical leave time in advance of any scheduled treatment for the employee or the employee’s immediate family.
K. The employee should notify the Supervisor of a temporary request for emergent medical leave. On the following business day the employee must formally discuss the medical leave with the Administrative Therapist On-Call.
L. Appropriate paperwork must be submitted before returning to work.
IV. Death Policy
   A. An employee may use up to three (3) days of earned major medical leave per death event of an immediate family member.
   B. No qualifying time or use of personal leave will be required prior to use of major medical leave for this purpose.
   C. The immediate family is defined as spouse, parent, step-parent, brother, sister, child, stepchild, grandchild, grandparent, son or daughter-in-law; mother, or father-in-law; or brother or sister-in-law. Immediate family does not include aunts, uncles, nieces, nephews, or cousins.
   D. Employees are responsible for making arrangements for absences and schedule changes due to a non-immediate family member death; all arrangements must be approved by an administrative manager.