



# San Joaquin General Hospital

Human Resources Department





# Mandated Reporting Requirements

## Call Then Confirm

### Child Abuse Reporting, PC 11166

#### Immediate Verbal Report

Call Law Enforcement/CPS as soon as practically possible.

(Based on reasonable suspicion)

#### Written Follow-Up

Form SS 8572 within **36 Hours**

### Elder & Dependent Adult Abuse Reporting, WIC 15630

#### Immediate Verbal Report

Call Law Enforcement/APS as soon as practically possible.

(Based on reasonable suspicion)

#### Written Follow-Up:

Form SOC 341 within **2 working days**

**IMPORTANT:** reasonable suspicion means facts that a reasonable person to suspect abuse – no proof required.



Child Abuse Hotline: (209) 468-1333  
Elder Abuse: (209) 468-3780 or (888) 800-4800  
Local Law Enforcement: 911.



# Patient Privacy & HIPAA Need to Know

- 01 **ACCESS:** Only look at the chart if it is your assigned job.
- 02 **TALK:** Do not discuss patients with anyone without authorization.
- 03 **KEEP:** Your career safe – unnecessary chart reading is strictly prohibited.



# Consequences of Disclosure Privacy Protects You

01

**VIOLATION:** Unauthorized disclosure breaks State & Federal law.

02

**IMPACT:** Discipline can include dismissal, suspension, or salary reduction.

03

**RULE:** When in doubt, keep it quiet.



## Dress for Success The Golden Rules

•**The Baseline:** These are minimum requirements to ensure we look as professional and competent as we are.

•**Check Your Team:** Requirements may vary by department—your manager will guide you on specific gear or safety wear.

•**The Non-Negotiable:** You are REQUIRED to wear your ID badge above the waist at all times.

### Important:

Do not alter, sticker, or "bedazzle" your badge. It must remain professional and easy to read for patient safety!



# Your Safety First – Blood Borne Pathogen Exposure, The Big Picture

In a healthcare environment, accidents can happen. This policy outlines exactly what to do and how to report an exposure to keep you safe.

## The Golden Rules for Exposure

**Act Fast:** Report any incident immediately to your Department Nursing Supervisor.

**Seek Testing (Weekdays):** During standard weekday working hours, report to EHS for serologic testing.

**After-Hours Care:** If EHS is closed, go directly to the ER to be registered for medications or to see a physician.

**The Paperwork:** You must submit a completed accident report and DWC form 1 within **24 hours**.





# Understanding Drug & Alcohol Abuse in the Workplace

San Joaquin County is committed to providing a safe, healthy, and productive environment for all employees and patients. To ensure this, we maintain a strictly substance-free workplace.

**Mandatory Notification:** As an employee, you are required to notify the County in writing of any criminal drug statute conviction for a violation in the workplace.

Employee may be disciplined and/or required to participate in substance abuse assistance, or rehabilitation programs..

San Joaquin County/San Joaquin General Hospital is a substance-free workplace.

**The Five-Day Rule:** This written notification must be provided no later than 5 calendar days after such a conviction.

01

**Safety Risks:** Impairment increases the likelihood of workplace accidents and injuries to self or others.

02

**Reduced Productivity:** Substance abuse can lead to increased absenteeism, missed deadlines, and poor work quality.

03

**Team Morale:** Use in the workplace affects team cohesion and creates an environment of unreliability.





# Understanding the Time and Attendance Policy

Effective 2/1/2026

**Policy:** Attendance and punctuality are essential for successful operations. This policy will help to ensure that adequate and appropriate staff are scheduled and available to deliver quality and timely services for our patients, visitors, and staff. This policy has application from time approved and time communicated to employees.

**Purpose:** To ensure consistent, high-quality patient care by establishing clear standards for punctuality, attendance monitoring, and the professional management of employee schedules.

## Definitions:

01

**Absenteeism:** Unscheduled and regular absences from work which may demonstrate an ongoing or habitual pattern of missing work, or intentional Corrective Action/Disciplinary

02

**Corrective Action/Disciplinary Action:** This occurs when management takes an action with an employee to correct a problem using coaching, corrective action, and/or formal failure to attend work, which impacts on the availability and productivity of the workplace.

03

**Excused Absence:** Any absence from work where prior approval was obtained, or an unexpected absence wherein an employee called off from work within the applicable time and has applicable leave balances to cover the hours of absence.

04

**Occurrence:** Each occurrence of unscheduled, unprotected absence or tardiness.

05

**Pattern:** A consistent use of sick time in similar ways or similar days as evaluated over the course of the preceding rolling and consecutive six calendar months.

06

**Tardiness:** Defined as failure to arrive in the appointed work area ready to work at the scheduled starting time or upon return from lunch or rest breaks without sufficient justification.

07

**Unexcused Absence:** Any full or partial absence from work including failure to appear or call (no call/no show), or a tardy that is greater than 60 minutes, or leaving prior to the end of a scheduled work shift without authorization. Unexcused absences do not include protected absences. If upon the employee's return to work, a reason for the absence is verified and the reason precluded the employee from notifying the immediate supervisor in advance, the absence may be considered an excused absence.





# Time & Attendance Policy – Procedure

Punctuality is expected of all employees in accordance with San Joaquin Work Rules #4 Work Hours: “Employees shall begin work on time and devote their assigned work hours to carrying out their jobs. Rest breaks, meals, and time off shall be taken at times authorized by the employee’s department head (or designee).”

If you are running late, notify your manager immediately with your estimated arrival time using your department's specific call-in procedures; for unpredictable emergencies, you may be allowed to use accrued leave or make up the time with prior approval.

01

- a) Two (2) or more occurrences of tardiness within a 30-day period are considered excessive and are grounds for discipline.
- b) Employees and supervisors are encouraged to work collaboratively to identify and improve an employee’s attendance.
- c) The above standards also apply to rest periods and lunch breaks.



# Time & Attendance Policy – Procedure

If you cannot report to work, you must notify your supervisor via your department's call-in procedure at least two hours before your shift begins, or as soon as possible in the event of an emergency

02

- a) Protected leaves will not be counted towards the excessive absenteeism thresholds.
- b) The occurrence of an unexcused absence including no call/no shows are cause for the immediate supervisor to speak with the employee in person upon their return to work. The immediate supervisor shall make all reasonable efforts to contact the employees prior to their next scheduled shift to ensure the well-being of the employee. No call/no shows, without extenuating circumstances, will represent grounds for disciplinary action. First, no call, no show would be first level of discipline, second would be NOI suspension and third would be termination. (Note: Please refer to applicable MOU related to part-time employees).
- c) An unexcused absence or no call/no show of three (3) or more consecutively scheduled working days will be considered job abandonment (Automatic Resignation, See CS Rule # 16). Employees will be permitted to present extenuating circumstances to justify the employee's absence and lack of notice. Job abandonment will be grounds for termination.
- d) If an employee's request for absence is denied and the employee subsequently fails to report to work, the immediate supervisor may review the basis for the absence and follow up on a case-by-case basis. If it is determined that the employee was not absent for an appropriate or protected reason, the time should be coded as "leave unauthorized" resulting in no pay and may result in disciplinary action.
- e) Supervisors/managers and employees are encouraged to notify SJGH HR if an employee is absent for an unexpected period for any reason to ensure appropriate leave of absence resources are made available. Supervisors/managers are asked to speak to their employee(s) in person as soon as unexcused absences begin. SJGH-HR leave management should be contacted to discuss possible leave options after 3 consecutive days.



# Time & Attendance Policy – Procedure

03

## PATTERNS OF ABSENCES

A demonstrated pattern of unscheduled absences may separately warrant corrective action. Examples of patterns of absence may include:

- a) Frequent absence on Friday, Saturday, Sunday and/or Monday or time before and/or after assigned shifts.
- b) Absences before and/or after a scheduled holiday or day off.
- c) Leaving the work area without prior approval at any time, including before the end of the scheduled shift or prior to the break or meal period.
- d) Instances of unscheduled absence in conjunction with an approved time off (such as vacation) request.
- e) Unscheduled absence on days when a request for scheduled absence has been denied.
- f) Routinely calling out to avoid working during peak patient census in the employee's department.

To establish a pattern, management must consider the previous six (6) months. When an absence pattern is exhibited by an employee a manager/supervisor may investigate the nature of the absences. If an employee is found to have abused leave time or violated this policy, disciplinary action may be taken. A pattern must be consistent use of sick time in similar ways or similar days.



# Manager/Supervisor Responsibility

It is the responsibility of managers/supervisors to monitor and address their departmental attendance and to coordinate with San Joaquin General Hospital Human Resources to maintain a written departmental procedure which shall be communicated to all current and new staff. Managers/supervisors shall:

a) No approved requests for leave unless the employee has accrued enough time for the dates requested, or the leave is protected, and unpaid leave is authorized.

b) Provide employees with information regarding extended leaves of absence and coordinate with SJGH HR leave management.

c) Monitor unscheduled absences and excessive tardiness, to recognize a pattern which adversely impacts the ability of a unit or department to accomplish operational tasks and coordinate with Human Resources to determine actions to take in accordance with applicable MOUs.

d) Communicate with their employees directly and implement counseling and progressive discipline as needed.

e) Review the attendance of the employees who report to them and provide timely notice of concerns. Reviewing the attendance of employees shall include but not be limited to: (1) well-documented tardiness and absences; 2) tracked use of leaves, segregating the use of protected leaves.

3) address all excessive, unprotected absences, and abuse of unprotected leave in a consistent manner, 4) recognition of any extenuating circumstances.

Supporting Documents:

1) San Joaquin County Work Rules

2) San Joaquin General Hospital Policy: Progressive Employee Counseling and Discipline





# Employee Assistance Program (EAP)

While our policy includes disciplinary measures for safety, the EAP is our primary tool for prevention and support. We encourage employees to utilize these confidential services during times of stress or crisis to ensure they have the resources needed to succeed.

**Supporting our greatest asset: You**

Free, confidential benefit 24/7/365 days a year

**Full time and part time eligible employees are covered.**

Family members: include spouses, domestic partners, and dependent children.

**Anthem EAP or visit anthemEAP and register with the code: PRISM**

**(833) 954-1067**



## SURVIVORS OF VIOLENCE AND FAMILY MEMBERS OF VICTIMS RIGHT TO LEAVE AND ACCOMMODATIONS

### NOTICE



**Note:** Employers must provide this information to workers when hired, annually, upon request, and to any worker who informs the employer that they are a victim of violence or the family member of a victim of violence. Victims of violence include victims of domestic violence, sexual assault, stalking, violent threats, acts involving the use or presence of a dangerous weapon, or any violence causing injury.



## YOUR RIGHT TO TAKE TIME OFF

- You have the right to take time off work for jury service or to appear in court as a witness to comply with a subpoena or court order. All employees have this right, no matter the size of the employer.
- If you are a victim of violence, you have the right to take time off work to get relief (like a restraining order) to protect you or your child's health, safety, or welfare. All employees have this right, no matter the size of the employer.
- If you are a victim of violence or the family member of a victim of violence, and your employer has 25 or more workers, you have the right to take time off work for any of the following reasons:
  - To take part in safety planning or other actions to help keep you or your family member safe from future violence
  - To prepare for, participate in, or attend civil, administrative, or criminal legal proceedings, such as a court hearing, related to the violence.
  - To seek, get, or provide childcare or care to a dependent adult if the care is necessary to keep the child or adult safe after an act of violence.
  - To care for a family member recovering from injuries caused by violence.
- To get, or help a family member get, the following services relating to the violence: civil or criminal legal services; a restraining order or other relief; medical attention for injuries; services from a domestic violence, shelter or program, rape crisis center, or victim services organization or agency; psychological counseling; mental health services; or housing, including relocating, securing temporary or permanent housing, and enrolling children in a new school or childcare.
- If you are a victim of violence or the family member of a deceased victim of violence, you can take up to 12 weeks off work for any of these reasons. If you are the family member of a living victim of violence but are not yourself a victim, you may take up to 10 days off work for these reasons, with the exception of relocation, for which you can take up to five days.
- You may use available vacation, paid time off, personal leave, or paid sick leave to take time off for any of the reasons described in this notice.
- You must give your employer advance notice before taking time off, unless it is not possible. If you do not give advance notice, your employer cannot discipline you if you provide documentation to the employer within a reasonable time supporting the reason for your absence.





## YOUR RIGHT TO CONFIDENTIALITY

- If you are a victim or the family member of a victim, your employer must keep information about your request for time off or reasonable accommodation confidential unless federal or state law requires disclosure, or disclosure is necessary to protect your safety at work. If your employer plans to disclose information about you or your circumstances, your employer must tell you in advance.

## YOUR RIGHT TO REASONABLE ACCOMMODATION FOR YOUR SAFETY

- If you or your family member is a victim of violence, you have the right to ask for a reasonable accommodation to make sure you are safe at work. Your employer must work with you to see what changes can be made.
- Your employer can ask you for a statement certifying that your request is related to being a victim or the family member of a victim.

## YOUR RIGHT TO BE FREE FROM RETALIATION AND DISCRIMINATION

- Your employer cannot discipline you, treat you differently, or fire you because:
  - You are a survivor or the family member of a victim or survivor of domestic violence, sexual assault, stalking, violent threats, or violence causing injury.
- You asked for time off work to recover from or get help related to the violence.
- You asked for accommodations to make sure you are safe at work.

## YOU MAY ALSO HAVE PROTECTIONS UNDER OTHER LAWS:

- **Wage Replacement:** You may be eligible for wage replacement if you are unable to work because of your health or because you need to care for a family member with a serious health condition.





## YOU MAY ALSO HAVE PROTECTIONS UNDER OTHER LAWS:

**State Disability Insurance (SDI)** provides short-term wage replacement when you are temporarily disabled from working.

**Paid Family Leave (PFL)** provides short-term wage replacement so you can care for a seriously ill family member, among other reasons.

- Learn more or file a claim for wage replacement by contacting the Employment Development Department (EDD) online (<https://edd.ca.gov/>) or by phone at 800-480-3287 (for SDI) or 877-238-4373 (for PFL).

**Family and medical leave:** Under the California Family Rights Act, you may have the right to take time off work for your own or a family member's serious health condition or because of the birth, adoption, or foster care placement of a child.

- Learn more about family and medical leave by visiting [bit.ly/CRD-leave](http://bit.ly/CRD-leave). You can file a complaint with CRD if you believe your rights have been violated.

**Bereavement leave:** Bereavement leave allows eligible employees to take up to five days off work within three months of the family member's death. Leave does not need to be taken all at once.

- Learn more about bereavement leave protections by visiting [bit.ly/CRD-Bereavement](http://bit.ly/CRD-Bereavement). You can file a complaint with CRD if you believe your rights have been violated.

**Leave to attend court for certain crimes:** If you are a victim of certain crimes or the family member of a victim of certain crimes, you have the right to take time off work to attend related court proceedings under Labor Code sections 230.2 and 230.5.

- Learn more information or file a complaint with the Labor Commissioner's Office within the Department of Industrial Relations by visiting [bit.ly/DIR-Retaliation](http://bit.ly/DIR-Retaliation).

## TO FILE A COMPLAINT

Contact the Civil Rights Department if you have questions about your rights or to file a complaint:

- **Civil Rights Department** Online at <http://ccrs.calcivilrights.ca.gov/s/>
- **By mail** at 651 Bannon Street, Suite 200, Sacramento, CA 95811
- **By calling** 800-884-1684 (voice), 800-700-2320 (TTY), or California's Relay Service at 711.



# Resource Policies

## Appropriate Use of Resources

As public employees, we are entrusted with various resources.

This pamphlet outlines the proper use of resources such as communication devices including telephones, fax machines, computers, voicemail and county vehicles.

County equipment is for official use only and employees are expected to protect these resources.

## Email Policy

Email is for business use only. Messages you send and receive are not considered private mail.

Be aware of the emails you receive—they could be harmful.

Always verify that incoming emails are from a trusted source and are directly related to your work responsibilities.



# Questions?

500 W Hospital RD  
French Camp, CA 95231

(209) 468-6218  
[SanJoaquinGeneral.org](http://SanJoaquinGeneral.org)