



**City and Borough of Wrangell  
Borough Assembly Meeting  
AGENDA**

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**Tuesday, June 27, 2017  
7:00 p.m.**

**Location: Assembly Chambers, City Hall**

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**1. CALL TO ORDER**

- a. PLEDGE OF ALLEGIANCE led by Assembly Member Becky Rooney
- b. INVOCATION to be given by Don McConachie
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introduction*

**2. ROLL CALL**

**3. AMENDMENTS TO THE AGENDA**

**4. CONFLICT OF INTEREST**

**5. CONSENT AGENDA**

- a. Item (\*) 6a

**6. APPROVAL OF MINUTES**

- a. Budget Public Hearing and Public Hearing and Regular Assembly meetings held June 13, 2017; Minutes of the Special Assembly meeting held June 20, 2017

**7. COMMUNICATIONS – None**

**8. BOROUGH MANAGER'S REPORT  
Water Update (report)**

**9. BOROUGH CLERK'S FILE**

**10. MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS**

- a. Reports by Assembly Members
- b. City Boards and Committees Appointments

**11. PERSONS TO BE HEARD**

**12. UNFINISHED BUSINESS - None**

**13. NEW BUSINESS**

- a. Approval of a sole-source purchase of an excavator
- b. Approval of the amendments to the Wrangell Medical Center's Personnel Policy Manual

**14. ATTORNEY'S FILE – Summary Report was provided to the Assembly.**

**15. EXECUTIVE SESSION**

- a. Update from the Borough Attorney and the Borough Manager on the status of the International Brotherhood of Electric Workers (IBEW) Union Strike and for the Assembly to possibly provide direction to the Borough Manager on the how to proceed with the International Brotherhood of Electric Workers (IBEW) Union

**16. ADJOURNMENT**

# Agenda Items 1 - 6

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY

#### AGENDA ITEM

June 27, 2017

#### **ITEM NO. 1 CALL TO ORDER:**

**INFORMATION:** *The Mayor, by code, is required to call the meeting to order at 7:00 p.m. in the Borough Assembly Chambers. Special meetings or continued meetings may be called for at differing times but at the same location. Notice of such will be required by the Borough Clerk. The Mayor will call the meeting to order according to such special or continued meeting notice. At all meetings of the assembly, four assembly members or three members and the mayor shall constitute a quorum for the transaction of business, but a smaller number less than a quorum may adjourn a meeting to a later date.*

#### **RECOMMENDED ACTION:**

The Mayor, as presiding officer, is to call the meeting of the Borough Assembly to order, with the following actions to follow:

- a. PLEDGE OF ALLEGIANCE led by Assembly Member Becky Rooney
- b. INVOCATION to be given by Don McConachie
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introduction*

#### **ITEM NO. 2 ROLL CALL – BOROUGH CLERK:**

**INFORMATION:** *The Borough Clerk shall conduct a roll call of each elected and duly qualified Assembly Member. Such call shall result in an entry of those present or absent from the meeting. The roll call is primarily utilized in determining if sufficient member(s) are present to conduct a meeting. The Borough Clerk may randomly change the conduct of the roll to be fair to the members of the governing body unless the council determined an adopted procedure for roll call which is different than currently in use.*

#### **RECOMMENDED ACTION:**

Borough Clerk to conduct a roll call by voice vote. Each member to signify by saying here, present (or equal) to give evidence of attendance.

#### **ITEM NO. 3 AMENDMENTS TO THE AGENDA:**

**INFORMATION:** *The assembly may amend the agenda at the beginning of its meeting. The outline of the agenda shall be as from time to time prescribed and amended by resolution of the assembly. (WMC 3.04.100)*

#### **RECOMMENDED ACTION:**

The Mayor should request of the members if there are any amendments to the posted agenda. ***THE MAYOR MAY RULE ON ANY REQUEST OR THE ASSEMBLY MEMBERS MAY VOTE ON EACH AMENDMENT.***

**ITEM NO. 4 CONFLICT OF INTEREST:**

**INFORMATION:** *The purpose of this agenda item is to set reasonable standards of conduct for elected and appointed public officials and for city employees, so that the public may be assured that its trust in such persons is well placed and that the officials and employees themselves are aware of the high standards of conduct demanded of persons in like office and position.*

*An elected city official may not participate in any official action in which he/she or a member of his/her household has a substantial financial interest.*

**ITEM NO. 5 CONSENT AGENDA:**

**INFORMATION:** *Items listed on the Consent Agenda or marked with an asterisk (\*) are considered part of the Consent Agenda and will be passed in one motion unless the item has been removed by an Assembly Member or the Mayor and placed on the regular agenda under Unfinished Business.*

**RECOMMENDED ACTION:**

Move to approve those Agenda items listed under the Consent Agenda and those marked with an asterisk (\*) Item:

***\*6a***

**ITEM NO. 6 APPROVAL OF MINUTES:**

**INFORMATION:**

**\*6a** Minutes of the Public Hearing and Regular Assembly Meeting held June 13, 2017; Minutes of the Special Assembly Meeting held June 20, 2017

**Minutes of the Public Hearing  
Held June 13, 2017**

Mayor David L. Jack called the Public Hearing to order at 6:30 p.m., June 13, 2017, in the Borough Assembly Chambers. Assembly Members Gilbert, Mitchell, Rooney, Decker (arrived at 6:32 p.m.), Powell, and Prysunka were present. Interim Borough Manager Carol Rushmore and Borough Clerk Kim Lane were also in attendance.

**Public Hearing Items:**

- a. **PROPOSED ORDINANCE No. 935:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CERTAIN SECTIONS OF AND ADDING NEW SECTIONS TO CHAPTER 15.04, WATER, OF THE WRANGELL MUNICIPAL CODE (*second reading*)
- b. **PROPOSED ORDINANCE No. 936:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE MINOR OFFENSE FINE SCHEDULE IN CHAPTER 1.20, GENERAL PENALTY, OF THE WRANGELL MUNICIPAL CODE (*second reading*)
- c. FY 2017-18 Budget

**WRITTEN TESTIMONY** – None

**ORAL TESTIMONY**

*Christie Jamieson, 612 Zimovia Hwy.,* on behalf of the Wrangell Chamber of Commerce expressed the importance of the City's contribution of \$23,000.00 to the Wrangell Chamber of Commerce. Jamieson updated the Assembly on the different events that the Chamber of Commerce sponsored each year.

Prysunka thanked Ms. Jamieson for coming to the Assembly to update them on the Chamber's events; also thanked Jamieson for not assuming that the contribution was a given.

Public Hearing recessed at 6:38 p.m.

Public Hearing reconvened at 6:55 p.m.

Public Hearing Meeting adjourned at 6:56 p.m.

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David L. Jack, Mayor

ATTEST: \_\_\_\_\_  
Kim Lane, MMC, Borough Clerk

**Minutes of Regular Assembly Meeting  
Held on June 13, 2017**

Mayor David L. Jack called the Regular Assembly meeting to order at 7:00 p.m., June 13, 2017, in the Borough Assembly Chambers. Assembly Members Rooney, Prysunka, Decker, Gilbert, Powell, and Mitchell were present. Interim Borough Manager Carol Rushmore and Borough Clerk Kim Lane were also in attendance.

The Pledge of Allegiance was led by Assembly Member Steve Prysunka.

The Invocation was given by Don McConachie.

On behalf of the Wrangell Cooperative Association, Ester Ashton, Transportation Planner, presented a contribution of \$7,000.00 to Kate Thomas for the Wrangell Parks & Recreation's Volunteer Program (Helping Our Parks Program).

**AMENDMENTS TO THE AGENDA**

Rushmore asked that Items 15a and 15b be removed from the Agenda since Staff was not prepared to present anything to the Assembly this evening. There were no objections from the Assembly.

**CONFLICT OF INTEREST** – None

**CONSENT AGENDA**

*M/S: Rooney/Prysunka, to approve Consent Agenda Items marked with an (\*) asterisk; Items 6a and 7a. Motion approved unanimously by polled vote.*

**APPROVAL OF MINUTES**

The Minutes of the Budget Public Hearing and Regular Assembly meetings held May 30, 2017; Minutes of the Special Assembly meeting held June 8, 2017 were approved as presented.

**COMMUNICATIONS**

\*a. School Board Minutes from the Regular meeting held April 24th and the Special meeting held May 3rd, 2017

**BOROUGH MANAGER'S REPORT**

Interim Borough Manager Rushmore's report was provided.

**BOROUGH CLERK'S FILE**

Clerk Lane's report was provided.

**MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS**

**10a** Reports by Assembly Members

Decker stated that she had read the minutes from the Special Assembly meeting held on June 8, 2017 and had also listened to the audio recording of the meeting.

**10b** City Boards and Committees Appointments

As there were no letters of interest received for the vacant seats on the Economic Development Committee and the Wrangell Convention and Visitors Bureau, the Mayor directed the Clerk to continue advertising.

#### **PERSONS TO BE HEARD**

***Don Sorric, 523 Front Street, Superior Marine, Lessee of Lot 7 and Lot 1 in the Wrangell Marine Service Center,*** requested that the agenda item to consider connecting water, sewer, and firefighting services (hydrant) for his Lot 7 be completed, as promised three years ago.

#### **UNFINISHED BUSINESS**

**12a PROPOSED ORDINANCE No. 935:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CERTAIN SECTIONS AND ADDING NEW SECTIONS TO CHAPTER 15.04, WATER, OF THE WRANGELL MUNICIPAL CODE (*second reading*)

***M/S: Prysunka/Rooney, moved to approve ordinance No. 935, as presented. Motion approved unanimously by polled vote.***

**12b PROPOSED ORDINANCE No. 936:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE MINOR OFFENSE FINE SCHEDULE IN CHAPTER 1.20, GENERAL PENALTY, OF THE WRANGELL MUNICIPAL CODE (*second reading*)

***M/S: Powell/Decker, moved to approve ordinance No. 936, as presented. Motion approved unanimously by polled vote.***

#### **NEW BUSINESS**

**13a** Discussion and Possible action on the request from Don Sorric, Superior Marine, to connect Water/Sewer services to Lot 7, which is leased from the City, in the Marine Service Center

Powell declared a potential conflict of interest since he manages the Bay Company and that business could be affected if the water and sewer were to be installed.

After clarification from Rushmore, the Mayor stated that he didn't see that Powell had a conflict. There were no objections from the Assembly.

After discussion between Staff, the Assembly, and Mr. Sorric, the Assembly requested that Staff look into options for connecting the water and sewer for Lot 7 as well as the other adjoining lots.

**13b PROPOSED RESOLUTION No. 06-17-1366:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, LEVYING A GENERAL TAX FOR SCHOOL AND MUNICIPAL PURPOSES UPON ALL TAXABLE PROPERTY WITHIN THE BOROUGH FOR THE TAX YEAR 2017 PURSUANT TO WRANGELL MUNICIPAL CODE SECTION 5.04.010; PROVIDING FOR THE COLLECTION OF TAXES DUE IN 2016 AND PRESCRIBING PENALTIES AND INTEREST FOR DELINQUENT TAXES

***M/S: Gilbert/Decker, moved to approve Resolution No. 06-17-1366. Motion approved unanimously by polled vote.***

**13c PROPOSED RESOLUTION No. 06-17-1367:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADOPTING THE BUDGET FOR ALL FUNDS OF THE CITY OF WRANGELL, ALASKA, FOR THE FISCAL YEAR 2017-2018

***M/S: Rooney/Gilbert, moved to approve Resolution No. 06-17-1367. Motion approved unanimously by polled vote.***

**13d** Discussion and possible action regarding WMC 15.04.015, Connection to borough water supply required (*added at the request of Assembly Member Mitchell*)

Mitchell stated that he didn't see why we required residents to hook up to the city's water supply when they could potentially hook up to their own water source; especially when we are facing water crisis.

Powell stated that when he built a house out the road, the City had told him that DEC required him to hook up to the City's water and sewer.

Both Rushmore and Al-Haddad stated that DEC did require the sewer to be hooked up but that they were not sure about water.

Rushmore stated that she would look into this and get back to the Assembly.

**13e** Approval of a Change Order #3 to Buness Electric for the Wrangell Dock Lighting Project

***M/S: Prysunka/Gilbert, moved to authorize the Borough Manager to issue Change Order #3, in the total credit amount of -\$12,359.50 to Buness Electric for changed electrical conditions to the City Dock Lighting project. This credit amount will be applied to, first, the Ports and Harbors FY17 Capital Projects fund, as utilized to cover project shortfalls, and then project grant from the State of Alaska DCCED. Motion approved unanimously by polled vote.***

**13f** Approval of a Change Order to PND Engineers for the Shoemaker Bay Harbor Design Project

***M/S: Gilbert/Powell, moved to approve PND's fee proposal and authorize the Borough Manager to issue a contract amendment to PND Engineers for the Shoemaker Bay Harbor Replacement Design, in a T&M, not-to-exceed, amount of \$51,227, with the engineering contract scheduled to be obligated from the Borough's DCCED grant for the aforementioned project. Motion approved unanimously by polled vote.***

**ATTORNEY'S FILE – None**

**EXECUTIVE SESSION**



Items 15a and 15b were removed from the Agenda, under Amendments to the Agenda

**15a** Possible EXECUTIVE SESSION to discuss with the Borough Attorney, the Collective Bargaining Agreement between the City and Borough of Wrangell and the International Brotherhood of Electric Workers (IBEW) ***Not considered.***

**15b** Possible decision by the Borough Assembly on the IBEW Collective Bargaining Agreement ***Not considered.***

Regular Assembly Meeting adjourned at 8:00 p.m.

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David L. Jack, Mayor

ATTEST: \_\_\_\_\_  
Kim Lane, MMC, Borough Clerk

**Minutes of Special Assembly Meeting  
Held June 20, 2017**

Mayor David Jack called the Special Assembly meeting to order at 5:30 p.m., June 20, 2017, in the Borough Assembly Chambers. Assembly Members Gilbert, Decker, Powell, and Rooney were present. Prysunka arrived at 5:32 p.m. Interim Borough Manager Carol Rushmore and Borough Clerk Kim Lane were also in attendance.

**CONFLICT OF INTEREST** – None

**PERSONS TO BE HEARD**

Testimony was heard from the following Union Member:

***Andrew Scambler, 1315 Peninsula***

**ITEMS OF BUSINESS**

**5a** Request that the Borough Assembly implement the Collective Bargaining Agreement with International Brotherhood of Electrical Workers (IBEW) 1547 to adopt the City's last offer to the Union of June 9, 2017, which offer was rejected by the Union

***M/S: Decker/Powell, moved to implement the Collective Bargaining Agreement with the International Brotherhood of Electrical Workers (IBEW) 1547 and to adopt the City's last offer to the Union of June 9, 2017, which offer was rejected by the Union.***

Prysunka stated that he wanted to table this item until after the Executive Session.

***M/S: Prysunka/Gilbert, moved to table the main motion until after the Executive Session. Motion approved unanimously by polled vote.***

**5b Executive Session:** Discuss with the Borough Attorney regarding implementing the Collective Bargaining Agreement between the City and Borough of Wrangell and the International Brotherhood of Electric Workers (IBEW), from the City's last offer of June 9, 2017, which was rejected by the Union

Special Assembly meeting recessed into Executive Session at 5:36 p.m.  
Special Assembly meeting reconvened at 5:37 p.m.

***M/S: Prysunka/Powell, moved to include the Borough Manager in the Executive Session. Motion approved unanimously by polled vote.***

Special Assembly meeting recessed into Executive Session at 5:37 p.m.  
Special Assembly meeting reconvened at 6:27 p.m.

***M/S: Gilbert/Prysunka, moved that we remove item 5a from the table to consider it. Motion approved unanimously by polled vote.***

Clerk Lane read the motion that was before the assembly:

***Move to implement the Collective Bargaining Agreement with the International Brotherhood of Electrical Workers (IBEW) 1547 and to adopt the City's last offer to the Union of June 9, 2017, which offer was rejected by the Union.***

Decker stated that she wanted to walk through some of the factual information with Lee Burgess, Finance Director so that the public could get a clear picture of the components.

In response to Decker, Burgess explained:

- The three different categories when it came to health insurance benefit: First category of employees are non-union employees and pay 15% of the cost of all insurance premiums; the second category would include employees who are represented by IBEW hired before July 1, 2011, those employees do not pay any insurance premiums; the third category would include employees who are represented by IBEW and were employed after July 1, 2011, those employees would pay no insurance premiums for themselves and 30% of the premiums for their spouse and for their kids.
- Stated that there was one employee under the city's proposal that would pay less for health insurance.
- There may be other employees that are double insured.
- The total health insurance costs over the last 10 years, the cost has increased by about 58%; total monthly premium cost for an employee only in 2007-2008 was \$478; now it's \$818.50 per month; total monthly premium cost for a family in 2007-2008 was \$1523; now it's \$2,608 per month.
- The Assembly has agreed to the removal of the first six steps on the current Union pay scale and to add three steps to the end of the scale; some employees maxed out, will have three additional steps with this proposal. Three employees would be moved from the first six steps and moved to step seven in the new proposed pay scale; new hires would be hired in at the new step one (which is the old step seven), unless the borough manager or the department head wanted to bring them in at a higher rate.
- Fourteen Union employees would have a net gain with the .75 wage increase over the next three years over the cost that they would pay for their portion of health insurance premiums.
- Step wage increases would continue to occur annually based on the supervisor performance evaluation; if evaluation is satisfactory, the employee would receive a step increase.
- Explained the table that was presented that outlined what the net cost to the borough for Union/Non-Union workers would be, based on the different wage scenarios and also taking the insurance costs into the equation; cost to the borough if a wage increase were granted and subtracting the employee contribution for the 15% portion of the premium.

Gilbert asked if it were true that the Union employees had not received any raises during negotiations; step increase?

Burgess stated that they had received their annual step increases; except for the employee who was currently parked at the top of the current pay scale.

In response to Prysunka, Burgess explained that the Unrestricted General Fund covers some of the employees who are represented by the Union; most of them are in the Utility Enterprise Fund or the Ports & Harbor Enterprise Fund; General Fund Reserves are for the General Fund; that funds Finance, Administration, Fire Department, Police Department, Jail, Corrections, 911 Dispatch, Garage and Public Works (who are IBEW represented), Planning & Zoning, Community Promotions, Library, subsidy to the Parks and Recreation, Museum, and the Nolan Center; have money tucked away to be able to run the operational budgets of those departments and to reinvest in capital when needed (building repair, equipment purchases) when there isn't enough revenue to cover those purchases; purpose of reserve funds is for the city to be able to meet its needs, even when money starts going away.

In response to Prysunka, Burgess stated that he did not have an answer to when the wage scale was modified last; should be done periodically though to keep up with inflation.

In response to Gilbert, Burgess explained that in our Charter, Enterprise Funds are to operate as a business like entity; rates could go up in those departments if the capital needs or expenditures do not meet what the revenues are; can't say though that a rate increase would result from implementing this agreement; would be based on the overall picture; other operational costs other than personnel costs that should be taken into account.

In response to Rooney, Burgess stated that in comparison with Petersburg's pay rates, he had either found the rates on their website or upon request; made the information available for the public; based on the job titles, aligned those job titles with what we have; kind of a mix; some pay more in Petersburg and some pay more in Wrangell; not a comprehensive wage analysis; would recommend an independent wage study, which is in our personnel policy that the wage/benefit studies are done periodically; presented this comparison since he is asked often for this information.

Burgess stated that he did not know when the last wage/benefit study had been done.

Decker stated as she looked through the budget, the table that was provided showed that the General Fund Revenues in 2009 were 7.1 million (in round numbers) and in 2016 they were 6.37 (in round numbers) million; trending down over the last 10 years or so; city wide personnel cost totals in 2009 were 5.2 (in round numbers) million and in 2017 it was 7 million (in round numbers); generally overtime, the revenues are going down and total cost for employees to the tax payer is going up; it's not just the wage and the health insurance, it's the total package; in the last three years, the Ports & Harbor, Electrical, Sewer & Water, and Water rates have gone up; we are maxed out at our sales tax rate; the only wiggle room is in the property mill rate. Decker stated that she appreciated that

Burgess added the comparison to show a potential property mill rate increase; we are starting to see some failings in infrastructure where the state isn't going to foot the bill anymore.

Powell stated that he wanted to clarify that had heard in the Union wanted more contract talks; from what he understood, the City had made the last offer; not going to bid against ourselves; if you are not going to come back with a counter offer, that puts us at an impasse; don't know what we can do, other than what we are doing now, if the Union isn't going to come back with a counter offer.

Prysunka stated that it comes down to sustainability; have to look at the long term affects to the community; offer needs to be good 20 years from now; extremely worried about what's coming down from the pipe from the State; Timer Receipts could be gone next year and that would leave our schools with funding deficits; if the State does a sales tax, that would affect us dramatically, if they capped it at 10%, that would leave us with 3%, which is less than half of what we have right now; senior exemptions cost us over a million dollars a year; we may have 7 million in reserves but that could go away really quick; it's a drop in the hat for a municipality; the hospital currently often operating with less than 30 days of operating reserves so in the future, we may have to step in and help them; infrastructure is failing and we will have to replace some of it in the future; not a matter of wanting to pay wages but a matter of knowing if we can afford to pay those wages.

***Motion approved unanimously by polled vote.***

Special meeting adjourned at 7:06 p.m.

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David L. Jack, Mayor

ATTEST: \_\_\_\_\_  
Kim Lane, Borough Clerk

# Agenda Item 7

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM June 27, 2017

#### **COMMUNICATIONS:**

INFORMATION: The Assembly may receive items for Communications, reasons only which do not require separate action. This is an avenue to keep the Assembly informed, for the public to enter items on the record, if necessary. The Assembly also receives agenda communications directly by their constituents, Borough Manager, other agencies' Officers and Department Directors.

**A MAIL BOX IS ALSO AVAILABLE IN THE BOROUGH CLERK'S OFFICE FOR EACH MEMBER OF THE ASSEMBLY AND SHOULD BE CHECKED ON A ROUTINE SCHEDULE.**

All items appearing under Communications on the Agenda have been approved under the Consent Agenda unless removed by an Assembly Member or the Mayor and placed on the regular agenda under Unfinished Business.

\*a. None.

The Borough Manager's  
Report will be provided  
either on or before the  
Assembly Meeting.

# Agenda Item 9

## CITY & BOROUGH OF WRANGELL

### **BOROUGH ASSEMBLY AGENDA ITEM**

### **CLERK'S REPORT June 27, 2017**

#### Mark Your Calendar:

- 6/29 P&Z Mtg. was rescheduled from 6/8 and will take place at 7pm in the Assembly Chambers
- 7/4 City Hall Closed - Independence Day!
- 7/5 P&R Regular Mtg. scheduled for 7pm in the Assembly Chambers

### AML Summer Conference August 15-18, 2017

The conference will be held in Haines this year. Mayor Jack will be attending.



# Public Participation

The public has a right to be present and listen and to review any public information in the agenda packet to be considered at the meeting. (WMC 3.05.040)

A. Persons to Be Heard. There shall be an opportunity for public participation on non-agenda items at each regular meeting of the assembly, which shall be listed on the agenda as “persons to be heard” and conducted according to the following rules, which shall be posted in the assembly chambers:

1. Any person desiring to address the assembly under “persons to be heard” shall first sign up on the sheet provided at the meeting and be recognized by the presiding officer prior to speaking.
2. The speaker will precede their remarks by stating their names and, unless otherwise allowed by the mayor, their place of residence.
3. The mayor or an assembly member may ask questions of the speaker, but shall not deliberate at that time on matters raised, or answer questions directed by the speaker to the members.
4. Speakers shall address their remarks to the assembly as a body and not to any individual member of the assembly.
5. The mayor may, prior to the call for persons to be heard, prescribe time limits, request designated speakers for groups, determine redundancy, and other effective meeting procedures.

# Agenda Items 10 a - b

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM June 27, 2017

#### MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS:

INFORMATION: This agenda item is reserved for the Mayor and Assembly Member's special reports. Such information items as municipal league activities, reports from committees on which members sit, conference attendance, etc., are examples of items included here.

➤ **Item 10a** Reports by Assembly Members

➤ **Item 10b** City Boards and Committee Appointments

There were no letters of interest received for the vacancies on the EDC and the WCVB

#### Vacancies:

- One vacancy **Economic Development Committee** (Oct 2019)
- One vacancy **Wrangell Convention & Visitors Bureau** (Oct 2018)

#### Recommended Action:

*Appointments to be filled by the Mayor with the consent of the assembly for the various seats.*

#### Recommended Action if not approved with the consent of the Assembly:

*Motion: Move to appoint \_\_\_\_\_ to fill the vacancy on the \_\_\_\_\_ for the term up until October \_\_\_\_\_.*

# **Agenda Item 13a**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM June 27, 2017**

#### **INFORMATION:**

Approval of a sole-source procurement of an excavator

#### **Attachments:**

1. Memo from Amber Al-Haddad, PW Director

#### **RECOMMENDED ACTION:**

Move to approve sole-source procurement to NC Machinery for the purchase of a Caterpillar 311F Excavator in the amount of \$184,680 with funds to come from the Sanitation Department's approved FY18 budget.

**MEMORANDUM**

**TO: MAYOR AND MEMBERS OF THE WRANGELL ASSEMBLY**

**FROM: AMBER AL-HADDAD, PUBLIC WORKS DIRECTOR**

**SUBJECT: CATERPILLAR 311 EXCAVATOR PROCUREMENT**

**DATE: June 20, 2017**

**BACKGROUND:**

Currently there is a need to purchase a Caterpillar 311F Excavator. This machine would replace the existing excavator, as approved under the FY18 Capital Budget. As we prepare to procure the excavator, we wish to make this purchase of the same make and model of the existing equipment, as a sole source purchase.

For many years, the Borough has been purchasing equipment exclusively from Caterpillar. Each manufacturer of equipment now uses computer diagnostics, custom lubricants, manufacturer specific parts and tools, and programs where fluid samples are sent in for analysis to discover small problems before they become large problems.

Sole source purchases are normally not allowed except when based upon strong technological grounds such as operational compatibility with existing equipment, reliance on an existing stock of parts, or reliance upon a clearly unique and cost-effective feature or functionality. Wrangell's use of sole source purchases is limited only to those specific instances, which are justified to satisfy compatibility or technical performance needs.

Per Wrangell Municipal Code, Section 5.10.050, F., competitive bidding or quotations are not required when "Supplies, materials, equipment, or contractual services which must be purchased from a specific source in order to prevent incompatibility with previously purchased supplies, materials, equipment, or contractual services. For purposes of this subsection the term "incompatibility" is defined as the inability to (1) interconnect, combine, interchange, or join, or (2) that which causes or necessitates maintenance expertise or training where such acquisition would result in substantial duplication. The assembly must approve by motion or resolution any purchase whose cost exceeds \$25,000 which is to be excluded from competitive bidding by the authority of this subsection."

Where standardization and compatibility is an overriding consideration in this matter, Borough staff request a sole source procurement and competitive bid waiver for a Caterpillar 311F Excavator to be purchased from NC Machinery, who is the regional Caterpillar distributor and who handles all Caterpillar sales and service in Alaska.

**RECOMMENDATION:**

Move to approve a sole-source procurement to NC Machinery for the purchase of a Caterpillar 311F Excavator in the amount of \$184,680 with funds to come from the Sanitation Department's approved FY18 budget.

# **Agenda Item 13b**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM June 27, 2017**

#### **INFORMATION:**

Approval of the amendments to the Wrangell Medical Center's  
Personnel Policy Manual

#### **Attachments:**

1. Memo from WMC CEO, Robert Rang
2. Personnel Policy manual (w/tract changes) – 62 pages

#### **RECOMMENDED ACTION:**

Move to approve the revised Wrangell Medical Center's Personnel Policy, as reviewed and revised by the Wrangell Hospital Board of Directors.

**Mission:**

To enhance the quality of  
life for all we serve

**Vision:**

Honor our heritage and be  
the pride of the community

**Values:**

Integrity  
Compassion and Caring  
Trust  
Transparency  
Loyalty  
Honoring our Heritage  
Quality  
Fiscal Responsibility

13b-1

June 22, 2017

Mayor Dave Jack,  
City & Borough Assembly  
PO Box 503  
Wrangell, AK 99929

Dear Mayor Jack and Assembly Members of the City and Borough of  
Wrangell,

The Wrangell Medical Center Board passed the revised WMC  
Personnel Policies at their meeting last night. We are submitting it for  
Assembly approval.

Sincerely,



Robert Rang, CEO  
Wrangell Medical Center

*Caring for  
Southeast*



# ***WRANGELL MEDICAL CENTER***

## **PERSONNEL POLICIES**

**20162017**

<b>1. Welcome</b>	<b>Page</b>
1.1. Mission, Vision and Values of Wrangell Medical Center .....	1
1.2. Purpose of this Handbook .....	2
1.3. At-Will Employment .....	3
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## SECTION 1 – WELCOME

### 1.1 MISSION, VISION AND VALUES

*Our mission:* To enhance the quality of life for all we serve.

*Our vision:* Honor our heritage and be the pride of the community

By being a community driven organization;

By being an active participant in planning for the future of our community;

By being the leader in our industry and region in providing high quality care for patients;

By being ready and responsive to meet health care needs;

By being the hospital and long term care facility of choice;

By providing a beautiful, comfortable setting for our patients and our long term care residents;

By being the employer of choice;

By being financially healthy; and

By being a model of excellence in promoting wellness and restoring health.

*Our values:*

#### *Integrity*

We do the right thing, even if it is not the easy choice. We hold ourselves to high standards in the work that we do - this means we have a strong work ethic and do our jobs to the best of our abilities. We are honest, fair, and respectful to our patients, our community and ourselves.

#### *Compassion and caring*

Patients are always the focus and center of everything we do. Regardless of our role in the organization, we go above and beyond to provide services in a manner that lets patients know that we care deeply about them.

#### *Trust*

It is absolutely important to us that our patients and our community trusts us. We will provide patient care and conduct our business such that they always do.

#### *Transparency*

We are open and forthright with our community, our partners, and ourselves. Our community and patients have a right to know how we are planning for the future. They deserve to know how we are performing in the present, both financially and on quality measures.

#### *Loyalty*

We are loyal to our patients, because we care about them deeply as our friends, family, and neighbors. We are also loyal to Wrangell Medical Center, and always act as excellent ambassadors of the organization. We treat each other with respect, and work cooperatively as members of a cohesive team.

#### *Honoring our heritage*

We respect and remember our long history of caring for the diverse people in our community and region. We are committed to honoring this heritage by holding in the highest esteem our elders who came before us. We will focus on planning for our future so our elders can age in place, and maximize the potential that all patients may be served right here in the community.

#### *Quality*

Above all, we provide safe, high quality health care. We strive for excellence in everything we do, regardless of whether or not it is related directly to patient care. We hold ourselves accountable for this excellence. We embrace growth and change that comes with constantly improving ourselves. We focus on creating strong systems, and do not blame individuals for outcomes related to weak systems.

#### *Fiscal responsibility*

We believe in the prudent use of our resources. We deliver high quality services in a manner that is cost-effective while not compromising our services. Good stewardship of our finances benefits our community in the form of improvements and expansion of the services available.

## 1.2 PURPOSE OF THIS HANDBOOK

This handbook has been prepared to inform new employees of Wrangell Medical Center's policies and procedures and to establish WMC's expectations. It is not all-inclusive or intended to provide strict interpretations of our policies; rather, it offers an overview of the work environment. This handbook is not a contract, expressed or implied, guarantying employment for any length of time and is not intended to induce an employee to accept employment with the company.

WMC reserves the right to unilaterally revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this handbook or elsewhere, in its sole discretion. If any discrepancy between this handbook and current company policy arises, conform to current company policy. Every effort will be made to keep you informed of the company's policies, however we cannot guarantee that notice of revisions will be provided. Feel free to ask questions about any of the information within this handbook.

This handbook supersedes and replaces any and all personnel policies and manuals previously distributed, made available or applicable to employees.

### 1.3 AT-WILL EMPLOYMENT

Employment with the Wrangell Medical Center is at-will. An at-will employment relationship can be terminated at any time, with or without reason or notice by either the employer or the employee. This at-will employment relationship exists regardless of any statements by office personnel to the contrary.

## **SECTION 2 - WORKPLACE COMMITMENTS**

### **2.1 EQUAL OPPORTUNITY EMPLOYMENT**

Wrangell Medical Center is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

Whenever possible, WMC makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request a reasonable accommodation should contact the Human Resources Department.

### **2.2 NON-HARASSMENT / NON-DISCRIMINATION POLICY**

Wrangell Medical Center is committed to providing and promoting an atmosphere in which employees, non employees, and employee applicants can be assured of a workplace free of discrimination or harassment on the basis of sex, color, race, religion, national origin, age, disability, marital status, changes in marital status, pregnancy, parenthood or sexual orientation. Harassment will not be tolerated, condoned or permitted. Such harassment or discrimination is in direct violation of federal and state law, and is inconsistent with Wrangell Medical Center's policy on equal opportunity and its Standards of Performance.

Persons who knowingly engage in or instigate such discrimination or harassment will be subject to disciplinary actions which may lead to suspension or discharge. Additionally, managers and supervisors who knowingly permit discrimination or harassment activity to occur without further action will be subject to disciplinary action. Where such prohibited activity is perpetrated by a non-employee, Wrangell Medical Center will take available and appropriate disciplinary action which may include, by way of example, loss of contract.

Persons making frivolous or malicious accusations of discrimination or harassment may be subjected to disciplinary actions. This policy is not intended to restrict bonafide activities such as reprimands, disciplinary actions and employee performance evaluations which are clearly within the scope of a supervisor's duties and responsibilities, and which serve a legitimate management purpose.

*Definitions:*

*Discrimination:* An act committed on the basis of prejudice or bias based on the sex, race, color, religion, national origin, age disability, marital status, changes in marital status, pregnancy, parenthood or sexual orientation. There are two types of discrimination:

- 1) Overt - conscious actions against individuals and
- 2) Systemic - a result of often normal and seemingly neutral practices throughout the employment. This act can be intentional or unintentional. The result of this act is that an individual or group is subject to unequal treatment or physical conduct.

*Quid Pro Quo Sexual Harassment:* Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature by one in a position of power or influence constitutes “quid pro quo sexual harassment” when

- 1) submission by an individual is made either an explicit or implicit term or condition of employment or of academic standing, or
- 2) submission to or rejection of such conduct is used as the basis for employment decisions affecting that employee, non employee or employee applicant.

As defined here, “quid pro quo sexual harassment” normally arises in the context of an authority relationship. This relationship may be direct as in the case of a supervisor and subordinate or it may be indirect when the harasser has the power to influence others who have authority over the victim.

*Hostile Environment Sexual Harassment:* Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute “hostile environment sexual harassment” when such conduct is directed toward an individual because of his or her gender and has the purpose or effect of

- 1) creating an intimidating, hostile, or offensive work or academic environment, or
- 2) unreasonably interfering with another’s work performance. Generally, a single sexual joke, offensive epithet, or request for a date does not constitute hostile environment sexual harassment; however, being subjected to such jokes, epithets or requests repeatedly may constitute hostile environment sexual harassment.

In determining whether alleged sexual harassing conduct warrants corrective action, all relevant circumstances, including the context in which the conduct occurred, will be considered. Facts will be judged on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of an individual.

*Guidelines for implementation:*

*Responsibility for Implementation:* Overall responsibility for the administration of this policy is delegated to the CEO. All managers and supervisors within Wrangell Medical Center are responsible for taking immediate and appropriate corrective action where they have any knowledge of such prohibited practices.

*Complaints:* Complaints should be made within ninety (90) days of the last discriminatory incident. Employees believing they have been subjected to discrimination or harassment should contact a member of the Executive Team.

A complaint may be filed in writing and a copy given to a member of the CEO. Appropriate steps will be taken to investigate any reported incidents of sexual harassment and discrimination, in order to remedy the situation. Disciplinary action will be taken as warranted.

Any form of retaliation, reprisal or adverse action taken against an employee for complaining about, reporting, or cooperating in the investigation of such alleged discrimination or harassment is prohibited and will be dealt with severely. Such disciplinary action may include suspension or dismissal.

*Dissemination of Policy:* The policy is to be posted in the facility.

## 2.3 WORKPLACE VIOLENCE

Violence or threats of violence in the workplace will not be tolerated. If an employee engages in any violence in the workplace, or threatens violence in the workplace, the employee's employment may be terminated immediately subject to the progressive discipline policy.

Violence includes, but is not limited to, physically harming another, pushing, harassing, bullying, intimidating, coercing, brandishing weapons, or threatening or talking of engaging in those activities. It is the intent of this policy to ensure that everyone associated with WMC, including employees, patients, and residents, never feel threatened by any employee's actions or conduct.

By nature, bullying is the repeated, unreasonable actions of an individual directed toward an employee intended to intimidate, and by doing so, can create a risk to the health and safety of



an employee. Bullying includes behavior that intimidates, degrades, offends, or humiliates a worker often in front of others or on a social media site.

*Workplace security measures:*

In an effort to fulfill this commitment to a safe work environment for employees, patients and visitors, the following rules have been created. These are:

- Access to WMC's property is limited to those with a legitimate business interest.
- All employees are furnished a name badge upon 1st day of employment and are required to wear it at all times while working.

*Weapons prohibited:* WMC specifically prohibits the possession of weapons by any employee while on Medical Center property [unless such possession has been approved, in writing, by the CEO](#). Employees are prohibited from carrying a weapon while performing services for Wrangell Medical Center.

Weapons include guns, explosives, and other items with the potential to inflict harm. Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

*Reporting violence:* Wrangell Medical Center is committed to trying to provide a safe working environment for its employees. It is every employee's responsibility to prevent violence in the workplace. An employee must immediately report to a supervisor what he or she sees or hears in the workplace that could indicate a co-worker may be in a potentially violent situation.

Any private conversations overheard or private messages received that constitute a threat against another individual will be reported to the proper authorities. These threats will also be used as the basis for disciplinary action, up to and including termination.

Employees are encouraged to report any incident that may involve a violation of WMC's policies that are designed to provide a safe working environment. All complaints will be treated on a confidential basis to the extent possible. No disciplinary or retaliatory action will be taken against any employee filing a complaint in good faith.

All reports will be investigated by the supervisor and CEO and may be reported to the authorities as required by law.

## 2.4 SMOKE FREE WORKPLACE

WMC is working toward a smoke-free campus. WMC is willing to cover any reasonable cost to employees associated with smoking cessation. In order to provide a smoke-free workplace, smoking is allowed in designated areas only. Employees may smoke during his/her break times and meal periods only. The designated staff smoking area is at the back of the covered area where the LTC van is parked. Containers will be provided for the extinguishing and disposal of smoking materials. Smoking is not allowed in WMC vehicles.

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## 2.5 DRUG-FREE / ALCOHOL-FREE ENVIRONMENT

It is the policy of Wrangell Medical Center to maintain a drug free work environment for all employees. Drug and alcohol testing will be conducted by a laboratory certified by CLIA.

Substances to be tested: Alcohol, Amphetamines, Cannabinoids, Cocaine, Opiates, Oxycodone, PCP, TCH, Methamphetamines

### *Pre-employment substance screening:*

All new job applicants will be informed that a substance screen is required. All offers of employment will be contingent upon the applicant passing a pre-employment substance screen. Testing methodology and procedures will follow the same guidelines established for employee testing. Wrangell Medical Center will pay the fees for the pre-employment substance screen.

A written consent from the applicant will be obtained prior to the drug and alcohol testing being performed. Completed consents will be kept in personnel records.

If the applicant refuses to submit to the drug and alcohol test, the offer of employment will be withdrawn.

An individual will not be allowed to begin work or orientation until test results are received by the Employee Health Coordinator, or the CNO.

Any applicant who has a positive test for the presence of any illegal or unauthorized substance will be denied employment.

*Reasonable suspicion testing:*

Employees who are reasonably suspected of being under the influence of any illegal or unauthorized substance will be subject to drug and alcohol testing. Before an employee can be requested to have a drug and alcohol test, the recommendation must be approved by the CEO, who will consider the reasonableness of the suspicion and the specific evidence on which the suspicion is based in granting or denying the recommendation.

*Examples of reasonable suspicion may include but are not limited to:*

- Observed alcohol or drug use during work hours or on-call shifts.
- Apparent physical or mental impairment or abnormal conduct including fights, assaults, flagrant violations of established safety, security or other operating procedures.
- Deteriorating work performance that does not respond to normal corrective action.
- Job-related accidents or other incidents.
- Excessive or unusual absenteeism.
- Actions, appearance, conduct or odors which reasonably cause an employee to suspect that another employee is impaired or under the influence of drugs or alcohol. Any suspicion should be immediately reported to a supervisor.

When an employee is asked to submit to drug or alcohol testing, the employee will be informed of the reasons they are being asked to submit to the test. The test must be performed within 2 hours of notification.

The employee must consent or refuse to substance testing in writing. Failure to indicate consent or non-consent will be deemed refusal.

An employee under reasonable suspicion of impairment will be suspended in writing without pay until the investigation is complete. If test is negative, pay will be restored retroactive to time of suspension, according to normally scheduled hours.

The employee will be informed that refusal to timely submit to the drug test, tampering with the sample during testing, or similar non-cooperation constitutes misconduct or insubordination and is grounds for corrective action up to and including discharge.

In all circumstances of suspected drug or alcohol use, the facility will offer appropriate transportation. If the employee refuses to accept transportation and attempts to drive, authorities will be notified.

#### *Consequences of testing positive:*

A preliminary *positive* test result for a specific drug indicates that the sample may contain drug/drug metabolite near or above the cutoff level. It does not indicate the level of intoxication or the specific concentration of drug in the urine sample. Positive samples will be sent to a reference laboratory for more definitive testing.

If test results are positive, the employee may be administratively referred to the Employee Assistance Program (EAP). Failure to diligently comply with EAP assessment and referral will result in discharge.

If the test results are positive, an employee may be granted a leave of absence for rehabilitation. The employee will be required to participate in all recommended continuing care and work rehabilitation programs. Upon successful completion of all or part of these required programs, the employee may be released to resume work but must agree to unannounced testing for up to 24 months after being returned to work. A specific return to work agreement will be required by WMC to document rehabilitation terms.

Employees who test positive or who possess, use, buy, sell, dispense or distribute drugs or alcohol during working time, on-call time, at work or while located on or near WMC premises are subject to appropriate discipline including termination.

For safety sensitive positions and for positions where the violation results in loss or substantial reduction of authorization to perform the responsibilities of the employee's position, WMC reserves the right to dismiss employees for first violations and for any repeat violations. In lieu of dismissal, WMC may transfer or demote the employee to a less sensitive position, on a temporary or permanent basis. However, due to the small size of the work force and the limited number of openings, this option may not be feasible or appropriate.

#### *Privacy and confidentiality*

To the maximum extent feasible, individual privacy and confidentiality will be respected in WMC's testing program. This policy shall not restrict WMC's duties towards its patients or the public, and shall not limit disclosure, which are authorized or permitted by applicable laws, WMC policies, or court order.

Employee drug test results will be released without the written authorization of the tested employee to their supervisor, Employee Health and the CEO. It is the responsibility of the supervisor to discuss the test results with the employee. At the discretion of the CEO, the results may be released to the Medical Center board, legal counsel, professional licensing boards, credentialing bodies, government authorities and similar entities, with or without the employee's consent.

Written records regarding drug testing and/or communication with the employee regarding substance use and abuse will not become part of the employee's personnel file, but will be maintained as a separate record. Drug testing results will be stored in the employee's health record.

WMC will not seek disclosure or access to medical or counseling records developed as a result of the EAP, absent the employee's consent to the release.

#### *Responsibility*

Commitment to a Drug-Free Workplace requires the cooperative efforts of everyone who works at Wrangell Medical Center.

It is the responsibility of WMC supervisors to monitor job performance. Supervisors should not attempt to diagnose the nature of an employee's problem, but will be alert to changes in behavior and will observe and document problems related to job performance and safety. Supervisors who knowingly or negligently disregard the requirements of this policy may be subject to corrective action.

It is the responsibility of all WMC employees to maintain an acceptable standard of job performance and to comply with all regulations, rules, policies and the Standards of Performance regardless of the underlying cause or circumstances of an employee's problem. Employees are encouraged to seek assistance before personal difficulties affect job performance.

A Return to Work Agreement will be required. The Return to Work Agreement form can be found in Chapter 12: "Return to Work Agreement". Failure to correct unsatisfactory job performance or behavior will result in appropriated corrective action up to and including discharge.

## 2.6 EMPLOYEE ASSISTANCE PROGRAM

Wrangell Medical Center recognizes that a wide range of problems, not directly related to job function, can have an adverse effect on an employee's job performance. In most instances, the employee will overcome such problems independently, and the affect on job performance will be negligible. In other instances, supervisory assistance may be needed as motivation or guidance so problems can be resolved. In some cases, however, efforts of the supervisor and of the employee may not have the desired effect of resolving the employee's problems. WMC recognizes many problems can be successfully treated, provided they are identified in their early stages, and individual referral is made to an appropriate treatment resource. It is in the interest of the employee, the employee's family and the employer and community to provide this employee service. Therefore, it is the policy of WMC, and in the best interest of the employees, to handle such problems within the following framework.

#### *Purpose of the EAP*

The Employee Assistance Program (EAP) is a benefit, which provides confidential assistance to employees and their immediate family members (spouse and children). WMC is aware that many personal or health problems can and do interfere with an employee's ability to perform on the job. These problems may include, but are not limited to, emotional, physical, mental illnesses, family and marital stress, financial difficulties, and abuse of alcohol or other drugs.

Employees whose job performance problems are not related to a lack of skill may be in need of professional help in order to return to acceptable job performance.

The EAP is an integral part of the Facility's Drug-Free Workplace Program. The EAP provides confidential assessment and referral to employees and their dependents up to a maximum of three counseling sessions at no cost to the employee. All referrals to the EAP program will be with prior authorization of the CEO.

| [AICS/AICS/SEARHC](#) or a similar approved licensed agency will provide services under the EAP program.

*Treatment costs:* If a referral to a provider outside the initial EAP program is necessary, costs may be covered by the employee's medical insurance benefit, but the cost of such outside services is ultimately the employee's responsibility.

*Rehabilitation:* Any employee identified under this policy as having a substance abuse problem will be given the same consideration extended to employees having other health problems, including use of FMLA medical leave to pursue a professionally prescribed program of treatment.

As a condition of continuing employment, the employee will be required to sign a Return to Work agreement and successfully complete any program (including aftercare) recommended by the treatment professional and approved by the EAP. The Supervisor must receive information about the recommendations of the EAP from the employee. The supervisor will forward all documentation to Employee Health.

*Confidentiality and privacy:* All written documentation regarding the EAP should be added to the employee's health file. Information regarding the nature of substance abuse and related problems will be maintained with the strictest confidentiality allowable. Once an employee becomes an EAP client, information about the personal problem, treatment, or substance abuse obtained by the provider will not be revealed to WMC without the employee's knowledge and consent, except as permitted or required by law. Records are kept confidential in accord with professional codes of ethics and applicable federal and state regulations. However, critical situations requiring third-party warnings, medical emergencies, and appropriate legal action may require information release without client consent. Where, in the EAP counselor's professional judgment, the employee's situation poses a significant potential health or safety risk to others, the EAP counselor will as required by law, require the employee to inform WMC of this fact, but not the nature of the problem, and will confirm with WMC that this contact was made.

The "Return to Work Agreement" and "Authorization for Disclosure of Protected Health Information" forms can be found in Chapter 12.

## 2.7 WHISTLEBLOWER PROTECTION

If any employee reasonably believes that some policy, practice, or activity of Wrangell Medical Center is in violation of law, a written complaint must be filed by that employee with the [Compliance Officer](#), CEO or the Board President.

It is the intent of WMC to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation if the employee brings the alleged unlawful activity, policy, or practice to the attention of Wrangell Medical Center and provides WMC with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

WMC will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of WMC or of another individual or entity with whom WMC has a business relationship, or on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

WMC will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of Wrangell Medical Center that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

It is Wrangell Medical Center's intent to fully comply with the Whistleblower Protection Act. The actual federal regulation will govern any questions arising under this policy.



## SECTION 3 – COMPANY POLICIES AND PROCEDURES

### 3.1 STANDARDS OF PERFORMANCE

We commit to provide fully informed quality healthcare which encompasses respect, dignity, compassion and confidentiality.

*Teamwork:* We commit to teamwork that is based on reliable, supportive and committed engagement with each other at all times and under all circumstances.

*Communication:* We commit to conducting ourselves with integrity in an approachable, receptive and respectful manner in order to foster a positive work environment.

*Education:* We commit to encouraging all employees to reach their full potential through education and personal growth; our goal being to provide safe, efficient and quality healthcare.

*Accountability:* We commit to honoring ourselves and our coworkers by being punctual, focused, prepared and responsive to provide professional patient centered care.

### 3.2 CODE OF CONDUCT

Wrangell Medical Center expects its employees to adhere to a standard of professional conduct and integrity. Please refer to the document “WMC Code of Conduct” for clarification of these expectations.

### 3.3 CONFIDENTIALITY OF INFORMATION

Employees have access to a wide range of confidential information. “Confidential information” is information which is not generally known and which the employee obtained solely as a result of his or her employment. It includes, but is not limited to, written records, lists, and any information pertaining to patients. Employees should only share or discuss confidential information with other employees on a need to know basis. It is not information which should be gossiped about or discussed with any other employees who do not have a need to be aware of that information. Employees should never discuss confidential information with anyone outside of the facility. As a condition of employment, employees must sign a confidentiality agreement. That agreement is a legally binding document in which employees acknowledge their obligation to maintain and protect the confidential information of Wrangell Medical Center.

Any breach in confidentiality should be reported to the employee's supervisor. The supervisor must file an incident report with the ~~Quality Director~~Compliance Officer and place a statement of the incident in the employee's personnel file.

Information to press and radio is restricted; do not give information to these sources unless you have been designated to do so by the CEO. If at any time an employee has any questions concerning what is or is not confidential and what their duties are with regard to confidential information, they should not hesitate to discuss those questions with their immediate supervisor.

### 3.4 PERSONAL APPEARANCE

Employees are expected to maintain high standards of neatness, cleanliness and personal hygiene. All employees should arrive for work in modest, neat and clean clothing appropriate for work. Wrangell Medical Center is an important part of our community and our employee's attire should be reflective of our professional commitment to those we serve. Our appearance should not distract from our professionalism individually or collectively, and should not be distractive or offensive.

Clothing must be clean, safe, non-wrinkled, in good repair and sized appropriately (no wrinkled, torn or revealing apparel) with no slogans, or inappropriate pictures/graphics. No sweatshirts, bare midriffs, low riding pants or tank tops can be worn. Employees providing direct patient care should wear scrubs or appropriate attire. Wrangell Medical Center and Wrangell Medical Center Foundation logo attire is acceptable. Note: Department heads will orient staff to particular departmental uniform requirements upon orientation.

All employees must wear a facility issued photo identification badge. This must be worn in a visible location above the waist at all times. The Human Resources department will issue these upon hire. Duplicate identification badges may be obtained from the Human Resources department.

Cosmetics, colognes and fragrances must be kept to a minimum so as to prevent discomfort or allergic reactions from co-workers and patients. These include, but are not limited to, heavy cologne, perfume, or after shave lotions.

Body piercings and jewelry must be conservative in nature and should not compromise health, sanitation or safety. Tattoos should not be perceived as offensive to patients, visitors or other staff.

Footwear should be appropriate and safe for each employee's daily work activities. For reasons of safety and infection control, no open toe shoes, thong type footwear or any type of shoes with openings are allowed in work areas with the exception of office personnel.

Supervisors are responsible for enforcing dress codes. Employees are responsible to know and follow the hospital and departmental dress codes. If any employee reports to work improperly dressed or groomed, the supervisor will instruct the employee to obtain a pair of scrubs, shower if necessary and return to their shift, or be asked to return home to change into appropriate attire. The employee will not be compensated during such time away from work. Repeated violations may result in disciplinary action.

### 3.5 PARKING

There is available parking for employees in the parking lots. No employee parking is allowed on the street from the first driveway of the Medical Center entrance to the driveway of the rehab parking lot. The parking in front of the ER, and the three designated visitor spaces near the gazebo are to be kept free for patients, visitors, and family.

### 3.6 EMERGENCY PREPAREDNESS PLAN

Employees are expected to review the Emergency Preparedness Plan, as established by the Medical Center. Emergency Preparedness Drills are held periodically. Employees present at the facility, for any reason, are expected to participate in Fire Drills. All employees are expected to participate in mandatory Emergency Preparedness Drills. Copies of the Emergency Preparedness Plan are available in all departments and electronically on the shared drive.

### 3.7 NEPOTISM

The employment of a relative of a current employee is permitted by Wrangell Medical Center as long as qualifications for the position are met and, in the opinion of the Medical Center, employing the relative will not create an actual or perceived conflict of interest. Supervisors who seek to hire, transfer or promote any relative (as defined below) must obtain prior written approval from the CEO.

*Relative defined:* Relatives includes a spouse, parent, parent-in-law, child, grandparent, grandchild, sister/brother, sister/brother-in-law, aunt/uncle, niece/nephew and any individual with who an employee has a personal relationship.

Personal relationships may create an actual or perceived conflict of interest, and/or create the risk of sexual harassment/hostile work environment related claims. A personal relationship includes, but is not limited to a romantic or intimate social relationship. Thus, a supervisor may not hire, promote or directly supervise any person with whom they have a personal relationship, nor may they engage in any personal relationships with their subordinates.

An employee must notify his/her supervisor if his or her relationship to another employee changes to fit the definition of “relative” above. If a personal relationship develops between a supervisor and subordinate, both employees are required to inform the CEO of the relationship.

*Company Discretion:* Wrangell Medical Center reserves the right to use its sole discretion in hiring, assigning and transferring relatives in a manner calculated to eliminate potential conflicts of interest or other employment complaints. To do this, the CEO will take action that is fair and equitable and that will remove any direct reporting or management relationship between employees who are defined as “relatives”.

Similarly, Wrangell Medical Center reserves the right to use its sole discretion in hiring, assigning or transferring employees who have personal relationships with co-workers. The CEO will take action that is fair and equitable to eliminate any direct reporting or management relationship between employees who are involved in a personal relationship.

Finally, Wrangell Medical Center may change the placement of relatives and individuals involved in a personal relationship regardless of whether there is a direct reporting or management relationship if the CEO determines that the personal relationship actually or potentially interferes with the employees’ job performance.

### 3.8 ACCEPTANCE OF GIFTS

Employees should not accept gifts from any patient or resident unless it is a gift to all the staff, such as box of candy, fruit, etc. Employees and their families may accept gifts from long term care residents on special occasions, i.e., Christmas with the value of the gift not to exceed \$25.

Money should never be accepted from patients or residents by individual employees. Employees are not permitted to borrow money from patients or residents under any circumstances. Patients or residents may make contributions to Wrangell Medical Center or Wrangell Medical Center Foundation.

## **SECTION 4 – PRIOR TO AND UPON EMPLOYMENT**

### **4.1 RECRUITMENT**

Prior approval from the Chief Executive Officer is required before establishing a new position or filling an existing position.

Any position that opens or is created at Wrangell Medical Center will be advertised for five working days. The position and its qualifications will be posted publicly in the staff dining room, on the WMC website, and on the two Medical Center public information boards. The position may be advertised out of house concurrently with in-house posting.

Applicants will complete the application forms provided by Wrangell Medical Center and/or submit a resume. The written application will be reviewed by the supervisor. Upon review, the supervisor will select those applicants to interview, check references, and all other processing of the application. All employees will be required to have a drug and alcohol screen and a criminal background check performed prior to hire.

Successful applicants will be hired at the proper grade established for the position, and at a step depending on experience, but not to exceed the median step on the established pay grid.

Any present employee of WMC who is successful in being hired for a new position or promotion will be subject to a six-month probation period with the exception that all present benefits will continue. The date of promotion to a new position will become the anniversary date of the employee for annual step increases.

### **4.2 BACKGROUND CHECKS**

Wrangell Medical Center will conduct background screening checks on all new employees in accordance with the State of Alaska Department of Health and Social Services regulations. The background check will be processed through the Alaska Background Check Program. A background check will be done prior to employment at Wrangell Medical Center. Any offer of employment at Wrangell Medical Center is contingent on the successful completion of the background check. The Alaska Background Check Program also requires current employees to have their background check clearance renewed every six years. Employees will be notified when they are required to have their background check renewed. Wrangell Medical Center will pay for all costs of the background check screening. If a barrier crime is committed while you are employed by Wrangell Medical Center, the State of Alaska may revoke your clearance for employment. If an employee's background check clearance is

revoked, Wrangell Medical Center must comply with the findings of the Background Check Unit.

#### 4.3 CLASSIFICATION OF EMPLOYMENT

For the purposes of administration and eligibility for overtime compensation and benefits, Wrangell Medical Center has classified its employees as follows:

- *Exempt employees:* are appointed by the CEO and are compensated at a daily rate. They regularly receive, each pay period, a predetermined amount. An exempt employee is not eligible for overtime pay or shift differential. Based on the needs of Wrangell Medical Center it is to be expected that exempt employees may be required to work after hours or on weekends (outside their standard work week). Deductions from pay may be made when an exempt employee is absent from work for one or more full days. Accrued Paid Time Off (PTO) will be used to cover the deductions in pay if the exempt employee has enough accumulated PTO to cover the absence. If an exempt employee is absent from work during their standard work week for one or more full days, the exempt employee cannot work on a different day of the week to make-up the time unless it has been approved in advance by the CEO.
- *Non-exempt employees:* are those employees whose compensation is based on an hourly wage rate. These employees are hired to work at least 20 hours per week on a regular basis. Non-exempt employees will be paid overtime at the rate of time and one-half their regular rate of pay for all hours worked beyond forty (40) hours in a work week.

*Overtime:* all hourly employees who are scheduled up to twelve (12) hours or less, shall be paid at time and a half for all hours worked in excess of:

- Your regularly scheduled shift
- Forty (40) hours in a seven (7) day work period

All overtime will be computed to the nearest quarter (1/4) hour.

*Shift Differential:* Personnel in departments that regularly schedule two or more shifts per day will be eligible for shift differential. Normally, the evening shift differential pay is from 4:00 p.m. to 12:00 midnight and night shift differential pay is from midnight to 8:00 a.m.

Employees working within two (2) shift differential periods shall be paid the respective differential rate for hours worked within each period. Differential is

paid only for hours worked. Paid time off, call back time, inservice time, and other non-worked benefit time do not qualify for differential pay.

- *PRN employees:* Those scheduled on an "as needed" basis. These employees receive none of the regular employee benefits. Monetary compensation will be at the proper grade and step for the position, plus ten percent. PRN employees will not be eligible for PTO accrual, holiday pay, group health insurance, life insurance, step raises, or the retirement plan. Supervisors will determine the need for PRN employees in their departments. PRN [employees](#) hours will be monitored and PRN Employees will be moved to non-exempt status as required.
- *Contract employees:* Contract employees' pay terms are negotiable.

#### 4.4 COMPENSATION

The compensation plan of Wrangell Medical Center is established by assigning each job classification a salary grade which reflects the knowledge, skills and abilities needed to fill that position. Each employee will be compensated based upon the salary grade that is assigned to his or her position. The compensation plan establishes a salary range within each job. It is designed to provide for annual step increases to an employee as a reward for their increased value to the Medical Center.

New employees will be hired at the proper grade established for the position, and at a step depending on experience, but not to exceed the median step on the established pay grid.

#### 4.5 ORIENTATION

All employees shall be appropriately oriented to the facility, to their departments, and to the duties of their job positions upon hire. All employees will be provided with a copy of their current job description and personnel policies. It is the responsibility of the supervisor to notify the Human Resources department of a new hire.

Each employee shall be provided with a facility orientation checklist. This checklist must be completed and signed by the employee by the end of a two-week period. The checklist shall then be returned to the supervisor for placement in the employee's personnel file.

The supervisor is responsible for providing adequate employee orientation within their department. A signed checklist for department orientation will be placed in the personnel file.



Contract employees and students will be oriented in specific departments as appropriate.

Contract employees must complete a contract employee orientation form.

Following a break in service of 6 months or more or at the discretion of the supervisor, an employee will be reoriented.

#### 4.6 PROBATIONARY PERIOD

The first six calendar months of employment are considered probationary. The probationary period is designed so that the new employee may determine whether or not he/she is satisfied with his/her position and the supervisor may decide whether or not a new employee is satisfactorily performing his/her duties. The supervisor may extend the probationary period with the approval of the CEO. Any employee may be requested to leave for any reason, whatsoever, at the close of, or any time during, the probationary period.

#### 4.7 JOB DESCRIPTION

Upon application, each employee will receive a written job description which describes the following:

- Qualifications necessary for the position
- Essential functions of the position
- Job classification
- Brief description of responsibilities and duties
- Title of immediate supervisor

Any job description distributed by Wrangell Medical Center is not inclusive of all duties that the employee will be required to perform. The employer expressly reserves the right to change the responsibilities and duties at its sole discretion. Upon hire, the job description will be signed by the employee to indicate acceptance and knowledge of the responsibilities of the position. The signed job description will be placed in the employee's personnel file.

#### 4.8 LICENSURE AND CERTIFICATION

Those employees required by law, regulation or Wrangell Medical Center to be licensed or certified shall have the appropriate license or certification, and shall maintain such license in force during employment. Failure to acquire or maintain a required license or certification may result in suspension or termination.

## SECTION 5 – ATTENDANCE AND SHIFT POLICIES

### 5.1 ATTENDANCE POLICY

To insure adequate staff for patient and resident care and safety, Wrangell Medical Center encourages excellent attendance and punctuality by all employees. While there are sometimes legitimate reasons for employees to be absent or late on occasion, excessive absenteeism and tardiness impacts other employees and impedes the organization's progress toward meeting its goals. Excessive absenteeism and tardiness are not acceptable behaviors, and employees will be counseled when their poor attendance record is excessive. Should an employee be unable to correct the excessive absence or tardiness, corrective action up to and including possible termination will be taken.

#### *Requirements*

A. Employees who must be absent or late are required to notify their supervisor or his/her designee at least 30 minutes before the start of their appointed shift.

-For Nursing and Support Services: employees must give at least a 2-hour [prior notice of his/her absence.](#)  
~~prior notice of his/her absence.~~

B. All requested time off will be pre-approved by employee's supervisor at least 2-weeks prior.

-For Nursing staff: If there is a shift that an employee is already scheduled for and the employee wants that shift off, then it is the employee's responsibility to find someone to cover the shift without accruing overtime by the employee who will cover the shift. A "trading shift" form must be filled out and given to the Chief Nursing Officer (CNO) at least 24 hours prior to the start of the shift in question.

C. Employees requesting leave under one of our specific leave policies (FMLA, Earned Time, Military Leave, etc.) must follow the notification and approval procedures contained in that leave policy. These absences and approved disability accommodations do not count as unscheduled absences under this policy.

D. Employees who fail to report his/her absence within three consecutive scheduled working days are considered to have voluntarily terminated his/her employment.

E. [Proper notification is the employee having a direct conversation with his/her supervisor or their designee; nursing department employees must speak to the charge nurse when the CNO is not present.](#) Improper notification or failure to notify of an absence will be considered just cause for corrective disciplinary action, which may include termination.

F. Consecutive absences for different reasons will be treated as separate occurrences. For example, an employee who is sick on one day, and then fails to show up for work the next

day because of car problems, would have two occurrences. Any absenteeism from a scheduled workday or tardiness greater than an hour that has not been prearranged with the department supervisor/manager is considered an absenteeism occurrence. Note: For Nursing Staff, a trading shift form must be filled out in advance and approved when an employee needs someone else to cover any hours of a shift for him/her.

G. The provision of a physician's note does not prevent the absence from constituting an absenteeism occurrence under this policy.

H. Excessive absenteeism which adversely affects your ability to fulfill your duties may lead to termination.

I. All absences will be reviewed by the department manager.

J. Refer to the Wrangell Medical Center Policy for absenteeism for administration and corrective action guidance

#### *Attendance Point System*

Each absence = 1 point

Improper notification or failing to call-in at least 2 hours prior to the beginning of your shift  
= 2 points

Each tardiness greater than 15 minutes = ½ point \*

Each no call/no show = 4 points

Each on-call shift absence = 1 point

Any removal of call from the call sheet after the start of the schedule without getting preapproved coverage through the trading shifts form is an absence and equals 1 point.

Any call shift where the employee cannot be reached and the supervisor has also tried to contact the employee is considered an absence and equals 1 point.

Any shift that the employee leaves more than 15 minutes prior to the end of the shift without prior approval from the supervisor = 1 point

\* If you clock in after the start of your scheduled shift you are considered tardy, even if you are less than 15 minutes late. You only accrue attendance points if you are more than 15 minutes late, however excessive tardiness, even if less than 15 minutes, is subject to disciplinary action.

Points will fall off one year after the date on which they were earned. For example: If an employee earns 2 points on January 14, ~~2016~~2017, those points will not fall off until January 14 ~~2017~~2018.

If an employee goes 120 consecutive days with no absences, tardiness, or missed time clock punches, 2 points will be deducted from their record. Point deductions cannot be accumulated to create a negative point balance.

#### *Clocking In and Out*

Employees are required to clock in at the beginning of their shift and clock out at the end of their shift. Attendance points will be given to those who excessively do not use the time clock properly. Once three missed time clock punches are recorded in a 90 day period, the employee will receive 1 attendance point. Each missed time clock punch will fall off or reset 120 calendar days after they occur.

*Progressive disciplinary action is determined by the following:*

*3 points= verbal warning*

*4 points= written warning*

*6 points= 3 day suspension of scheduled shifts without the option to use PTO*

*7 points= termination*

## 5.2 MEAL PERIODS

The meal period must be at least a 30-minute non-paid break to be scheduled where possible in the middle of each shift scheduled over six hours. The meal period should be taken. The omission is no basis for leaving work early. If you leave the WMC Campus you must clock out and clock back in when you return.

A dining room is available for staff to take breaks and eat meals. Staff members are responsible for keeping dining room clean and neat after use.

## 5.3 REST PERIODS

When working conditions permit, and pending a supervisor's approval, a paid rest period of 15 minutes is allowed for each four hours worked. Rest periods should be taken prior to the last hour of your scheduled shift. Their omission is no basis for leaving work early, nor qualifying for overtime. If you leave the WMC Campus you must clock out and clock back in when you return.

## 5.4 ON CALL AND CALLBACK

Designated employees are scheduled to take call and will do so as a requirement for employment. During call time, employees will abstain from any consumption of alcohol or the use of drugs. Violations of this policy will be subject to disciplinary procedures at the discretion of the supervisor. Employees who are on-call will be responsible for being able to be reached by Wrangell Medical Center and available to report for work at all times. On-call employees must arrive at the medical center no later than 30 minutes after being called. On-call pay continues when called in. This is in addition to the call back pay.

Employees will be guaranteed a minimum of 1 hour pay when called back to work. Call back pay is 1.5 times employee's regular rate of pay.

#### 5.5 TIME CLOCK

All employees are expected to be at their work areas ready and able to start work at the scheduled time and are expected to remain in their work areas until their scheduled quitting time. A time clock is provided for employees to keep an accurate record of attendance, time worked and leave taken for pay purposes. It is the employee's responsibility to clock in at the beginning of his/her shift and out at the end of the shift. As long as the employee remains on campus, employees are not required to punch out and back in at lunch time - a lunch break will be automatically deducted. If an employee leaves campus for personal reasons, they are required to clock out, and clock back in upon return. Employees should not clock in over 7 minutes before the beginning of the shift or more than 7 minutes after the shift ends. Employees working in multiple departments need to clock in to the appropriate department. It is the employee's responsibility to report any problems he/she may have clocking in or clocking out, or any exceptions to pay that need to be reported by completing a Payroll Exceptions form. Call Pay, In-service time and PTO may also be recorded on the time clock. Supervisors will review their employee's time and attendance and sign a Supervisor Review form at the end of the pay period. The signed Review form must be turned in to the Human Resources Department by *noon* on the Monday of the week of payday. Any time not recorded or any problems not reported by this time will be paid or adjusted on the next regular pay period.

#### 5.6 TIME STUDIES

Time Studies are mandatory and must be done one week of every month for salary allocation on the Medicare cost report. These studies must be on rotating weeks. The personnel affected are the Nursing staff and Activities.

#### 5.7 MEETINGS AND INSERVICES

All necessary training required by the employer or any state, federal or local agency must be completed by all employees. Documentation of attendance at training will be kept by the department's supervisor. Direct patient care personnel are required to take CPR. Staff meetings are mandatory. You will be paid for the time, but are expected to attend unless you are needed on the floor for patient care at the time of the meeting.

#### 5.8 PAYDAY AND CREDIT UNION MEMBERSHIP

Employees are paid on a bi-weekly basis every other Friday. Direct deposit of funds is available to either a savings or checking account at the employee's bank of choice. To activate direct deposit, a Direct Deposit Authorization form must be completed and returned to the Human Resources department. Wrangell Medical Center employees are eligible for membership in the Alaska USA Federal Credit Union. See the Human Resources department for membership application.

Any paycheck not picked up by 5:00 pm on pay day will be mailed on the next regular business day to the employee.

There will be no employee advances between pay days.

#### 5.9 TRAVEL AND MEALS

An employee must fill out a Personnel Action Form for any employee travel. Travel funds must be approved in advance by the supervisor and the CEO. The Medical Center will pay the employee's regular salary while they are attending education or business meetings. Travel and Education pay will not exceed 8 hours per day.

Airline tickets should be charged to the hospital. Registration fees, meal per diem and lodging expenses may be obtained in advance, if the employee wishes. Airline and lodging reservations should be made through the Administrative Assistant. Receipts for expenses must be returned to the Accounts Payable department within 30 days of travel.

A meal per diem allowance is paid for any out of town travel resulting in an overnight stay. One day of meal per diem will be given for each night the employee is out of town.

Rental cars must be charged to employee's own credit card and the receipt turned in to Accounts Payable for reimbursement. Employees may be asked to present a written or oral report on information learned while traveling at the Medical Center's expense.

## SECTION 6 – LEAVE POLICIES

### 6.1 LEAVES OF ABSENCE

#### *Family medical leave act:*

Wrangell Medical Center offers leave consistent with the requirements of the federal Family and Medical Leave Act (FMLA). Under the FMLA, an employee may be eligible for an unpaid family and medical leave of absence under certain circumstances.

Under the federal FMLA, a person who has worked as an employee of this company for at least 1,250 hours for twelve months is eligible for FMLA leave. Up to twelve weeks of unpaid leave per year is available for the following reasons:

- The birth of a child and to care for the newborn child;
- The placement with the employee of a child by adoption or foster care;
- Care for a spouse, child or parent with a serious health condition; or
- Care for the employee's own serious health condition.

If the need for leave is foreseeable, employees should notify a supervisor 30 days prior to taking FMLA leave. If the need for FMLA leave arises unexpectedly, employees should notify a supervisor as soon as practicable, giving as much notice to the company as possible.

Employees may be required to provide: medical certifications supporting the need for leave if the leave is due to a serious health condition of the employee or employee's family member; periodic recertification of the serious health condition; and periodic reports during the leave regarding the employee's status and intent to return to work. Employees must return to work immediately after the serious health condition ceases, and employees who have taken leave because of their own serious health condition must submit a fitness-for-duty certification before being allowed to return to work.

Leave may be taken on an intermittent or reduced schedule to care for an illness; yet, may not be taken intermittently for the care of a newborn or newly adopted child. When leave is taken intermittently, the company may transfer the employee to another position with equivalent pay and benefits, which is better suited to periods of absence.

Leave taken under this act will run after all PTO, and sick time has been used. The anniversary date of the employee will be adjusted by the length of the leave of absence.



If an employee decides not to return to work following FMLA leave and you fail to provide your supervisor with advance notice, you will be considered to have voluntarily resigned. If you need to apply for additional time off, the additional time will fall under the non-family medical leave policy.

WMC will maintain group health insurance coverage for an employee on family and medical leave on the same terms as if the employee had continued work. If applicable, arrangements will be made for the employee to pay their share of health insurance premiums while on leave. The company may recover premiums paid to maintain health coverage for an employee who fails to return to work from family and medical leave.

If an employee would like WMC to maintain other paid benefits during the period of leave, premiums and charges which are partially or wholly paid by the employee must continue to be paid by the employee during the leave time.

Family and medical leave will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, an employee on family and medical leave does not continue to accrue benefits (e.g., vacation leave) during the period of family and medical leave. Questions regarding particular benefits should be directed to the Human Resources department.

Upon returning from FMLA leave, an employee will be restored to his/her original job or an equivalent job with equivalent benefits, pay, seniority, and other employment terms and conditions as provided by the Family and Medical Leave Act.

It is Wrangell Medical Center's intent to fully comply with the Family Medical Leave Act. The actual federal regulation will govern any questions arising under this policy. This is intended as a general summary of Wrangell Medical Center's compliance with FMLA.

*Non - family medical leave policy:*

For special, personal or urgent reasons, an employee employed one year or more may apply for a leave of absence without pay up to 120 consecutive calendar day's duration. A leave of absence must be requested in writing on the Leave of Absence Request Form and submitted to your supervisor and CEO as far in advance as possible. The request must state the reasons for the leave and the amount of time requested. The supervisor will give consideration to the circumstances of each application and shall have the right to determine whether or not the leave shall be granted and the duration. A major consideration in granting or denying a requested leave of absence for other than medical related conditions, or those conditions covered under the Family Medical Leave Act, will be the ability of the Medical Center to

provide adequate coverage without extra cost. All accumulated PTO hours will be used prior to the granting of leave of absence without pay. Benefits will not accrue during a leave of absence without pay. The employee will be responsible for the entire expense of continued health insurance coverage (COBRA) during personal leave. The employee must pay the entire premium at the regularly scheduled payment date. Failure to make timely payments will result in termination of benefits. Approval of a leave of absence without pay does not guarantee employment at the Medical Center at the end of the leave. Upon returning from a leave of absence, the anniversary date of the employee will be adjusted by the length of the leave. All benefits will resume immediately upon return to work from a leave of absence. Leave may be extended with CEO approval. If an employee decides not to return to work following personal leave, you will be considered to have voluntarily resigned.

*Military leave policy:*

Wrangell Medical Center will comply with its obligations under the Uniformed Services Employment and Reemployment Rights Act (USERRA). The Act applies to persons who perform duty, voluntarily or involuntarily, in the “uniformed services.” These services include the Army, Navy, Marine Corps, Air Force, Coast Guard and Public Health Service Commissioned Corps, including their reserve components.

## 6.2 PAID TIME OFF AND PERSONNEL ACTION FORMS

Employees requesting Paid Time Off (PTO) will fill out a Personnel Action Form for scheduling purposes. A personnel action form must be filled out for any time off the job which will be claimed for pay, with the exception of regular holidays. This form will be filled out in advance when requesting vacation, leave, travel and education. Employees are responsible for managing their PTO balances.

All employees accrue Paid Time Off for purposes of vacation and sick leave. Employees in temporary or PRN status do not accrue Paid Time Off.

**Rate of Accrual:**

The rate of accrual shall be based upon the total number of hours worked during a pay period, and your accrual rate for length of service. [PTO does not accrue on overtime or callback hours.](#)

- 0-1 years .084616 per hour worked  
6.77 maximum accrual per pay period 176 Hrs.
- 1-4 years .103847 per hour worked  
8.31 maximum accrual 216 Hrs.

- 4-9 years .123077 per hour worked  
9.85 maximum accrual 256 Hrs.
- 9 + years .142308 per hour worked  
11.38 maximum accrual 296 Hrs.

*Paid Time Off Pay:* PTO shall be paid at the employee's base rate of pay and will be figured into that pay period during which the leave was taken. PTO used for leave from work will be used at least at the rate an employee is normally scheduled to work, which has been determined by your supervisor. No regular employee shall have a negative PTO balance. PTO will be added to an employee's time in order to bring the employee's regular hours up to their regularly scheduled hours. Overtime, callback and on call hours are not used when determining regularly scheduled hours.

*Accumulation:* PTO accrued, but not used, shall accumulate from pay period to pay period to a maximum of 500 hours. Anything beyond this cap will periodically be paid in cash.

*Conversion to Cash:* Employees may request a cash payment of hours accumulated in their PTO banks on a quarterly basis. Any conversions over four in one year must be approved by the CEO. PTO shall be paid at 100% of the employee's base rate. Cash conversions are subject to normal payroll withholdings. Requests for conversion to cash will be paid with the regular payday.

*Required Time Off:* All employees regularly scheduled for full-time will be required to take ten days off during the calendar year. Employees regularly scheduled for part-time will be required to take off five days during the calendar year.

*Scheduling:* Employees shall present written requests for Paid Time Off at least four (4) weeks in advance. PTO is subject to supervisor approval, and will be granted according to the convenience of the Medical Center.

*Payment on Termination:* An employee shall be paid upon termination for all PTO accumulated but not used. PTO shall be paid at 100% of the employee's base rate.

### 6.3 HOLIDAYS

The following days are approved holidays:

- New Year's Day<sup>1</sup>
- President's Day\*
- Seward's Day\*
- Memorial Day<sup>1</sup>

- Independence Day<sup>1</sup>
- Labor Day<sup>1</sup>
- Alaska Day\*
- Veteran's Day\*
- Thanksgiving<sup>1</sup>
- Christmas<sup>1</sup>

Holidays designated with a “1” are considered major holidays, any employee scheduled to work by their supervisor on these holidays will be paid time and a half plus holiday pay (holiday pay will be in proportion to the number of hours paid in that pay period). Holidays designated with an asterisk (\*) are considered minor holidays. Departments will need to schedule staff for these holidays as determined by the supervisor.

—You must be paid for at least 40 hours in the pay period, which contains the holiday to be eligible for holiday pay. Paid hours will consist of regular hours worked, PTO, In-service Time, Jury Duty, or Bereavement pay.

Regular employees are entitled to holiday pay in proportion to the number of hours paid in the holiday pay period:

Less than 40 hours: 0 hours holiday pay  
 40 - 44 hours paid: 4 hours holiday pay  
 45 - 49 hours paid: 5 hours holiday pay  
 50 - 59 hours paid: 6 hours holiday pay  
 60 - 69 hours paid: 7 hours holiday pay  
 70 - up hours paid: 8 hours holiday pay

Holiday pay will be paid in the pay period, which contains the holiday for all regular and exempt employees. Exempt employees will not be paid extra for working on a holiday. Holiday time will not be added to your PTO balance.

#### 6.4 BEREAVEMENT LEAVE

Scheduled employees, with approval of the CEO, will be granted a leave with pay of 40 hours for regular employees in the event of a death in the immediate family. The Supervisor must be notified and the bereavement leave must be requested immediately. Employee may be requested to provide written documentation supporting the leave. Immediate family is defined as *parents, parents-in-law, spouse, children, grandchildren, grandparents, brothers, sisters, and domestic partners.*

## 6.5 JURY DUTY

Employees must notify their supervisor when they are notified that they are on call for jury duty. Also, please notify your supervisor when you have been released from the courthouse.

Employees, who are called to serve on Jury Duty, will be compensated by the Medical Center for his/her regular pay for the regularly scheduled time missed. Employees are allowed to keep any compensation offered by the court system for their service.

## 6.6 LOW CENSUS DAYS

When more personnel are scheduled than required because of intermittent low patient census, a low census period may be given to employees who request it, or it may be assigned to employees if there are no requests. Assignment will depend upon the particular needs of the Medical Center for that period; however, every effort will be made to equitably rotate such periods where feasible.

A low census period is a period without regular pay, but one for which benefits are accrued for all regular employees. Employees may elect to use PTO for low census periods.

A low census period must be assigned at least one hour before the scheduled shift, unless the supervisor and staff member agree to a lesser time period. Low census hours must be authorized by the supervisor in writing.

Low census periods do not contribute to overtime calculations.

Low Census Periods must be designated by the CEO. The CEO will designate a beginning and ending date for low census periods.

## 6.7 BREAK TIME FOR NURSING MOTHERS

Wrangell Medical Center allows sufficient break time for breastfeeding employees to express milk or nurse infants at work for up to one year after the child's birth. Supervisors are encouraged to consider flexible schedules to accommodate employee's needs. Wrangell

Medical Center will provide a private room or space close to an employee's work area to express milk or nurse an infant. Supervisors will ensure that employees are aware of these workplace accommodations.

It is Wrangell Medical Center's intent to fully comply with Section 4207 of the Patient Protection and Affordable Care Act. The actual federal regulations will govern any questions arising under this policy. In accordance with these regulations, breastfeeding time in excess of the normal break will be taken as leave without pay or personal time.

## SECTION 7 – WORK PERFORMANCE

### 7.1 PERSONNEL FILES

A personnel file will be kept for each employee of Wrangell Medical Center. The personnel file will contain his/her application for employment, hiring records, federal tax forms, salary records, job performance evaluations, current certifications, correspondence relating to the employee, reprimands and other disciplinary actions. Employee health records are maintained in a separate file by the Employee Health coordinator.

For the purpose of maintaining complete and accurate personnel files, employees are required to report any changes in their personal status to the Human Resources department. This information should include:

- Change of address or telephone number
- Any change affecting your tax withholding status
- Legal change of name
- Changes that would affect your insurance or retirement benefits

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Personnel files are the property of Wrangell Medical Center, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the medical center who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Human Resources department. With reasonable advance notice, employees may review their own personnel files in the Human Resources department office. The examination of the personnel file will be supervised and will be scheduled during regular office hours. If an employee requests a photocopy of the contents of her or her personnel file, the request must be made in writing.

### 7.2 PERFORMANCE EVALUATIONS

Performance evaluations for each job title will be done at least annually. The purpose of the employee evaluation is to take a personal inventory, to pin-point weaknesses and strengths, and to outline and agree upon a practical improvement program. The evaluations will provide a history of development and progress. Additional evaluations may be performed at any time. Employee evaluations will be in writing, signed by the supervisor and the employee and become part of the permanent personnel file. Employees may request a copy of the evaluation from their supervisor.

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Supervisors and the executive team will be notified in writing of all evaluations that have not been completed in the past calendar year.

### 7.3 DISCIPLINARY ACTIONS

The supervisor has the right to discipline any employee for cause. New probationary employees may be terminated for any reason with or without cause. "Cause" shall include, but is not limited to: the abuse of a patient or resident, behavior detrimental to patient/resident welfare, incompetence, excessive or unexcused absenteeism, insubordination, unsatisfactory performance of duties, being under the influence of alcohol or unauthorized drugs, or violation of Wrangell Medical Center's personnel policies.

The supervisor may follow a policy of progressive discipline with the severity of the disciplinary measures progressing from verbal warning, to written reprimand, to suspension without pay, to termination, or any combination of the foregoing, all of which will be documented in the employee's personnel file. However, the supervisor reserves the right to discipline any employee at any level of discipline based upon the severity or frequency of his/her misconduct.

Employees shall acknowledge receipt of written disciplinary action by signature. Signature by the employee does not constitute admission of guilt.

After twelve (12) months from the date of a disciplinary action, an employee may request that his/her personnel file be expunged of that disciplinary action. This request must be presented in writing. The CEO, in consultation with the employee's supervisor, shall make a determination, based upon the severity of the offense and the employee's performance since the offense, whether to expunge that disciplinary action from the personnel file. If so, all copies of the disciplinary action shall either be returned to the employee or destroyed.

Prior to any termination of an employee for cause, the CEO will be consulted, and the CEO may seek legal advice.

### 7.4 PROBLEM RESOLUTION PROCEDURE

Wrangell Medical Center is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the Medical Center supervisors and management.



Wrangell Medical Center strives to ensure fair and honest treatment of all employees. Supervisors, managers and employees are expected to treat each other with mutual respect in accordance with Wrangell Medical Center's Standards of Performance. If an employee disagrees with established policies or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the Medical Center in a reasonable, business-like manner, or for using the problem resolution procedure. If a situation occurs where an employee believes that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

*Step One:* Discussion of the problem with the employee's immediate supervisor is encouraged as a first step. Within ten (10) working days of the act or event being grieved, the employee shall present the grievance verbally to his or her immediate supervisor. The supervisor shall note the date and time of the presentation of the grievance. An untimely grievance may be rejected.

*Step Two:* If no mutually satisfactory adjustment is reached between the employee and the immediate supervisor within five (5) working days after the verbal presentation, the employee may present the grievance in writing to the immediate supervisor. The supervisor shall then inform the CEO of the existence and nature of the grievance.

*Step Three:* If no mutually satisfactory adjustment is reached between the employee and the supervisor, the employee may present the grievance in writing to the CEO within five (5) working days.

*Step Four:* The CEO, after a full examination of the facts will advise the employee of his or her decision within ten (10) working days.

*Step Five:* If no mutually satisfactory adjustment of the grievance is reached between the employee and the CEO, the employee may appeal the grievance to a grievance committee by notifying the CEO in writing of his or her intention to do so within five (5) working days.

The grievance committee shall be composed of:

- One supervisor selected by the CEO.
- One regular employee not from the grievant's department and selected by the grievant.
- One other Wrangell Medical Center employee chosen by the first two members of the committee.

- No member of the grievance committee shall be related by blood or marriage to the grievant or the supervisor whose action is being grieved.

This step is allowed only when the grievance involves the layoff, suspension without pay, any disciplinary action that could result in a written record being placed in the personnel file, or discharge of an employee who has successfully completed the probationary period.

The grievance committee shall commence a closed hearing within fifteen (15) working days of the filing of the appeal, unless that time is extended by the committee for good cause. Due and proper notice of the hearing shall be given to the grievant and the supervisor involved. Both sides may be represented by counsel or anyone of their choosing. Both may call and examine witnesses subject to cross-examination by the other and rebut relevant evidence presented. The hearing need not be conducted according to technical rules of evidence. Relevant evidence shall be admitted if it is the sort of evidence on which reasonable persons customarily rely in the conduct of their serious affairs. Irrelevant and unduly repetitious evidence upon hearsay evidence unless it would be admissible over objection in a civil action. The proceedings shall be recorded in their entirety.

Within ten (10) working days following the hearing, the grievance committee shall issue written findings of fact and its decision on the grievance, and shall cause them to be served on the grievant and the supervisor involved. The findings and decision shall be based solely on the evidence presented at the hearing. The grievance committee's decision shall be final and binding.

## **SECTION 8 – TECHNOLOGY AND MEDIA**

### **8.1 USE OF PERSONAL TECHNOLOGY**

This policy applies to all Wrangell Medical Center staff members including employees, medical staff, volunteers, students, and contractors working onsite; all hereafter referred to as “staff” or “staff members”.

The purpose of this policy is to establish guidelines for use of personal technology in the work place. The term “personal technology” refers to portable or stationary devices/resources personally owned by anyone covered by the scope of this policy and includes, but is not limited to desktops, laptops, notebooks, palmtops, handhelds, portable digital assistants (PDA), smart tablets, iPods, thumb drives, USB keys, flash memory, portable storage devices, BlackBerries, smart phones, and any other computer or media.

Wrangell Medical Center supports a healthy balance between work and personal life and understands the need for staff members to occasionally connect with their personal life while at work. We expect staff to act in a way that lives out our Mission, Vision and Values and our Standards of Performance when considering use of personal technology in the work environment. Therefore, during work hours, staff should limit their use of personally-owned technology to break times, except in cases of emergency. Use of personal technology in patient care areas should be limited to activities authorized by Wrangell Medical Center.

The use of personal technology should not interfere with an employee’s work performance or direct patient or resident care and should otherwise be in accordance with all other applicable Wrangell Medical Center and/or department policies or procedures.

#### *Personal technology behavioral expectations:*

- No device with earphones will be allowed to be used in the facility, unless for a work-related purpose.
- No personal cell phones are allowed in clinical areas.
- Ringers/alerts on personal technology should be silenced during working time and in patient care areas, unless authorized by WMC administration.
- Even in circumstances where personal technology use is permitted at work, the viewing of sexually explicit or offensive material, or any material that is contrary to Wrangell Medical Center’s Mission, Vision and Values and our Standards of Performance is strictly prohibited.

- To protect the privacy of our patients, no photographs or video, audio or voice recordings may be made that contain any protected patient information, in adherence with HIPAA and applicable state health information privacy laws and to be consistent with Wrangell Medical Center policies.
- Electronic messages on personal technology (for example emails or text messages), even those that have been deleted, are typically discoverable in legal proceedings to the same extent as hard copies. By transmitting a message electronically, a user may be deemed to have waived certain personal privacy protections that would otherwise be available.
- Wrangell Medical Center is not liable for the loss or damage of personal technology brought into the workplace.
- Violations of this policy may result in corrective action, up to and including termination of employment.

## 8.2 USE OF WRANGELL MEDICAL CENTER TECHNOLOGY

This policy applies to all Wrangell Medical Center staff members including employees, medical staff, volunteers, students, and contractors working onsite; all hereafter referred to as “staff” or “staff members”.

The purpose of this policy is to establish guidelines for the use of e-mail, voice mail and Internet usage on equipment and devices provided by Wrangell Medical Center.

Staff members should have no expectation of privacy in e-mail or voice mail communication, whether to supervisors, co-workers, or others. Even if e-mail is deleted from the device, it is not deleted from the system. Internet activity may be monitored by Wrangell Medical Center administration and privileges may be changed or revoked at any time.

Use of e-mail, voice mail or Internet on Wrangell Medical Center equipment and devices should be in accordance with all applicable Wrangell Medical Center and/or department policies or procedures. Any device or equipment that is the property of Wrangell Medical Center must be surrendered immediately upon termination.

*Wrangell medical center technology expectations:*

- All e-mail and voice mail are the property of Wrangell Medical Center. Wrangell Medical Center reserves the right to monitor the communications. E-mail should be restricted to Wrangell Medical Center business use.

- Wrangell Medical Center reserves the right to determine, at the sole discretion of Wrangell Medical Center administration, what constitutes permissible use of e-mail in the event of a dispute.
- Internet access is provided for Wrangell Medical Center business use. Internet users have a responsibility to use the Internet appropriately in conducting the business of Wrangell Medical Center. Misuse of the Internet can result in disciplinary action, including termination. Some examples of behavior that could result in disciplinary action are:
  - Illegally downloading electronic files, including those that may be copyrighted.
  - Downloading, transmission and possession of pornographic, profane or sexually explicit material.
  - Sending threatening messages/files.
  - Sending racial, ethnic, religious, sexually harassing or offensive message/files.
  - Sending chain letters through e-mail.
  - Attempting to access any computer system without proper authorization.
  - Sending or posting confidential information.
  - Using company time or resources for personal gain.

### 8.3 SOCIAL MEDIA

All Wrangell Medical Center staff members including employees, medical staff, volunteers, students, and contractors working onsite; all hereafter referred to as “staff” or “staff members” will be expected to follow the established policy regarding the appropriate use of social media for business and personal reasons.

Wrangell Medical Center recognizes that social media has changed the way people communicate and that this form of communication will continue to evolve in the future. For those in the health care field, our responsibility to our patients means special caution is necessary in maintaining a separation of personal and professional life. While Wrangell Medical Center has no desire to restrict our staffs’ ability to have an online presence, staff are expected to be mindful of our Mission, Vision and Values and our Standards of Performance in how they present themselves and represent this organization when using or accessing social media sites. Staff members are the ambassadors for Wrangell Medical Center in our community and should use good judgment and sound ethics when posting to social media sites.

Social media can take many different forms including, but not limited to: internet forums, chat rooms, blogs and micro-blogs, online profiles, wikis, podcasts, pictures, videos, instant messaging, music-sharing and voice over IP. Whether posting for business or personal reasons, staff members are prohibited from posting confidential patient or Wrangell Medical Center confidential or proprietary information unless it is within the course and scope of their position. Additionally, staff members are expected to keep their focus on work and refrain from utilizing social media during work hours, with the exception of approved business-related activities. Nothing in this policy is intended to prohibit activities protected by law such as union organizing, whistleblower protection or other protected concerted employee activity.

If a posting includes information that could directly or indirectly identify a Wrangell Medical Center patient or resident, even if the patient or resident is not identified by name, it could violate Wrangell Medical Center policy and state and federal law.

*Social media behavioral expectations:* Whether you are posting for business or personal reasons, the following are expected of all staff members:

- Always act consistently with Wrangell Medical Center Mission, Vision & Values and our Standards of Performance.
- Know and follow laws, regulations and Wrangell Medical Center policies regarding privacy and confidentiality at all times.
- Always be aware that written messages are, or can become, public. The Internet is immediate and nothing posted is ever truly private or anonymous.
- If a staff member sees unfavorable opinions, negative comments or criticism about Wrangell Medical Center on a social media site, he or she should not attempt to rebut it nor have it removed as that may escalate the situation. Instead, he or she should forward the information to the CEO.
- Any staff member who believes they have been the target of harassment through another staff member's social media activity should report the incident to their supervisor. Abusive or harassing behavior violates Wrangell Medical Center's policy and is subject to disciplinary action.
- Any unauthorized information posted on a social media site that discloses confidential or proprietary Wrangell Medical Center information or implies official Wrangell Medical Center opinion violates Wrangell Medical Center policy and may be used as grounds for discipline, up to and including termination, even if the action was on personal time and equipment.
- A suspected Breach of Confidentiality will be dealt with according to Wrangell Medical Center's Confidentiality policy.

- Wrangell Medical Center administration has the right to view, monitor and request removal of any posting on a social media site that does not meet the requirements of this policy.

**Personal Social Media Activity:** The majority of social media sites on the Wrangell Medical Center network are blocked. This section pertains to staff members' personal social media use not related to their work, position or responsibilities at Wrangell Medical Center. If a staff member's personal posting includes comments on any aspect of Wrangell Medical Center's business, they must reveal their relationship and include a disclaimer stating: *"The opinions expressed in this post are my own and do not represent the views of Wrangell Medical Center."* Staff members should not use their Wrangell Medical Center e-mail address or include any reference to Wrangell Medical Center in their personal username when posting online.

**Use of Wrangell Medical Center Resources and Relationship:** Staff may not link their personal websites or blogs to Wrangell Medical Center's internal or external web site.

- Staff members should not be in the position of endorsing anything on behalf of Wrangell Medical Center without prior approval.

Wrangell Medical Center, as an entity of the City and Borough of Wrangell, cannot support or endorse candidates for office. Support or opposition to legislation on behalf of Wrangell Medical Center is limited to authorized personnel.

#### 8.4 MEDIA RELEASES

Only spokespersons authorized by the CEO may give information to the media. If a contact is made by the media directly to an unauthorized staff person, the staff should require the name of the visitor/caller, the telephone number where the person can be reached and the name of the media represented. The employee must inform the visitor/caller that the employer's spokesperson will return the call or make arrangements to meet with them at an alternate site or time. The employee shall advise the employer of any such call or visit at once.

Staff should never release the home telephone number of any other staff member, including the supervisory staff. No member of the press should be allowed in the patient care areas without the approval of Wrangell Medical Center.

## SECTION 9 – EMPLOYEE HEALTH AND SAFETY

### 9.1 SAFETY

Wrangell Medical Center makes every effort to maintain a safe working environment, and safety is the shared responsibility of every employee. Employees must always use their best judgment and avoid carelessness and risky situations. If an accident involving an employee, patient or visitor should occur, the employee must report it immediately to his/her supervisor, who will then make certain that all necessary steps are taken. All incidents and accidents must be reported in writing. In the absence of your supervisor or designee, advise the R.N. on duty.

Employees have a right to know about the chemicals and materials used in the workplace. Wrangell Medical Center has identified hazardous chemicals/materials, labeled containers and secured [Material](#)-Safety Data Sheets. Employees have been oriented with regard to the safe utilization of all hazardous chemicals and materials in the workplace.

Employees may be required to receive immunizations. Employees are required to participate in infectious disease screening to include Tuberculosis, Rubella and Hepatitis B. Low risk employees may request Hepatitis B vaccinations. Their insurance will be billed and the hospital will write off any portion not covered by insurance.

### 9.2 MEDICAL EVALUATIONS

The supervisor reserves the right at any time to require the employee to submit to a medical examination verifying that the employee is physically and emotionally capable of performing the employee's job responsibilities from a physician selected by the employer at the employer's expense. The employer also reserves the right at its sole discretion and expense to require an employee who is presently working and is not on any leave of absence, to provide a physician's statement verifying that the employee is physically and emotionally capable of performing the employee's job responsibilities.



## **SECTION 10 – BENEFITS**

### **10.1 WORKER’S COMPENSATION**

All employees are protected while on the job by Workers’ Compensation insurance. This insurance will provide coverage for work-related injuries, occupational illness and prolonged absences due to such injuries. In case of an accident or injury, no matter how slight, the employee must notify their supervisor and fill out an accident report immediately. In the absence of your supervisor, advise the RN on duty. It is the supervisor’s responsibility to forward the report to the Director of Quality. It is the employee’s responsibility to keep his or her supervisor updated on their ongoing medical care for the injury or illness. Payments for medical expenses and lost time at work are determined by state law. Wrangell Medical Center pays the full cost of this protection. Failure to promptly report an injury may result in loss of benefits.

### **10.2 HEALTH AND WELLNESS PROGRAM**

Wrangell Medical Center has a Health and Wellness program to promote personal wellness among employees. Wrangell Medical Center sponsors a variety of temporary programs throughout the year to encourage healthy lifestyles, including good nutrition, physical activity, and stress reduction. Staff is encouraged to participate in these programs.

All employees of Wrangell Medical Center have a corporate punch card at the Wrangell Parks and Recreation facility, and have free use of the pool, weight room, racquetball court, and cardio equipment.

Routine adult immunizations and Health Fair blood draws will be offered to regular employees at no cost to the employee. Flu vaccination will be offered on a yearly basis in the fall. The employee’s insurance will be billed and the hospital will write off any portion not covered by insurance. The Health Fair blood draws will be offered on a yearly basis in the spring, insurance will not be billed for Health Fair blood draws.

### **10.3 HEALTH INSURANCE PLAN**

All regular employees who exceed a minimum of 40 hours worked per pay period are eligible for membership in the facility's employee group health insurance program. Coverage will begin on the first day of the month following the date of hire. To maintain health insurance coverage, the employee must be paid for at least 40 hours per pay period. Paid

hours will consist of Regular hours worked, PTO, Sick Time, Holiday, Jury Duty or Bereavement Pay. Overtime **does not** apply to the 40 hour minimum requirement.

If an employee is paid for less than 40 hours per pay period, PTO will be applied to make up the difference. If PTO is exhausted, the employee will be required to pay the employer and employee portion of the health insurance premium for yourself and your dependents unless your absence falls under the Family Medical Leave Act. The amount for the insurance will be prorated based on the number of hours missing from the 40 hour requirement.

The Medical Center provides 100% of the cost of employee coverage and 2/3 of the cost for dependent coverage for those who are paid for at least 40 hours per pay period.

Premiera Blue Cross Blue Shield of Alaska provides online information about your health care plan at [www.Premiera.com](http://www.Premiera.com). Benefit booklets, forms and all kinds of useful health and wellness information are available on this website.

#### 10.4 INSURANCE DEDUCTIBLE

For services received that are applied to the annual deductible expense, the employee and any covered dependents will be responsible for the first \$500.00 of the deductible expense up to \$1,500.00 annually for the family coverage. Any deductible expenses incurred over \$500.00 per individual will need to be submitted to the Wrangell Medical Center Health Reimbursement Arrangement program for reimbursement. The Health Reimbursement Arrangement will reimburse the deductible expenses incurred from \$501.00 - \$1,500.00 for each individual family member for the calendar year.

#### 10.5 FLEXIBLE SPENDING ACCOUNTS

Wrangell Medical Center currently offers an employee funded Flexible Spending Account plan to regular employees. At the beginning of each new plan year, plan participants may elect an annual amount of flexible dollars on a pre-tax basis to pay for eligible health care expenses. The Flexible Spending Account covers a wide variety of expenses and may include medical or dental insurance deductibles, co-payments and out of pocket costs for vision care and dental services. See the Human Resources department for enrollment information.

## 10.6 LIFE INSURANCE

Wrangell Medical Center has life insurance programs available for regular employees. Coverage will begin on the first day of the month following the date of hire. The basic life insurance program is provided at no cost to the employee. Supplemental life insurance may be purchased by the employee and paid for through regular payroll deductions. See the Human Resources department for more information.

## 10.7 EDUCATION REIMBURSEMENT

Wrangell Medical Center's Standards of Performance encourages the professional and personal development of employees through continuing education. In keeping with this philosophy, Wrangell Medical Center has established a reimbursement program for tuition expenses incurred through approved institutions of learning. All regular employees are eligible for education assistance once they have completed the six month probationary period. Employees interested in participating in this education assistance program must complete a Personnel Action Form prior to registering for any courses for which they request to be reimbursed. The employee's supervisor must approve the courses (in his or her sole discretion) prior to registration. Courses eligible for tuition reimbursement must either offer growth in an area related to the employee's current position or might lead to promotional opportunities. Budgetary limitations will also be considered when approving tuition assistance.

Approved coursework must be completed on the employee's own time. Reimbursement is contingent upon the student earning a grade of "C" or better or a "Pass" grade on a pass/fail class. Wrangell Medical Center will reimburse an employee for tuition, books and required course fees for all passing grades up to a maximum of \$3,000 per calendar year. Failure to satisfy the minimum passing grade will result in denial of reimbursement for the course. An employee will not be eligible for tuition reimbursement if they withdraw from an approved course or if they terminate employment prior to completion of an approved course.

To receive tuition reimbursement, the employee should:

- Provide his or her supervisor with information about the course and complete a Personnel Action Form outlining the costs of the course.
- The supervisor must approve the class by signing the Personnel Action Form prior to the employee enrolling in the class. A copy of the Personnel Action Form will be given to the Personnel department.

- The employee can then enroll in the course. The employee must pay all tuition, book and course fees.
- Upon completion of the course, the employee must submit the receipts for the tuition and fees, along with a transcript or evidence of a passing grade in the course.

In some cases, the CEO may grant tuition reimbursement above the annual maximum reimbursement limit. In cases where extensive funds are spent on tuition assistance, the employee may be required to sign an agreement to pay back the tuition assistance if he or she leaves employment within a certain period of time.

#### 10.8 SUPPLEMENTAL BENEFITS SYSTEM (SBS)

Wrangell Medical Center participates in the Alaska Supplemental Annuity Plan for its eligible employees. Employee and employer contributions are made pre-tax to this plan instead of contributing to Social Security. SBS plan information may be accessed online at [www.doa.alaska.gov/drb/retirement](http://www.doa.alaska.gov/drb/retirement). PRN and contract employees will not be eligible for the SBS plan and will remain with Social Security.

#### 10.9 DEFERRED COMPENSATION

Wrangell Medical Center has a deferred compensation plan for employees who wish to participate. The Personnel department will provide further information for those employees desiring to join the plan. Wrangell Medical Center provides a matching funds program for participating employees.

#### 10.10 RETIREMENT PLAN

Wrangell Medical Center has a defined contribution retirement plan for all eligible employees. Information about the program can be obtained from the Human Resources department. Participation in the retirement plan is free of charge to the employee. An employee must complete one year of service and work at least 1,000 hours before they are eligible for the retirement plan. Retirement plan information can be accessed at [www.LincolnFinancial.com](http://www.LincolnFinancial.com).

## SECTION 11 – TERMINATION POLICIES

### 11.1 EMPLOYMENT TERMINATION

There are many routine reasons for termination. Below are examples of some of the most common circumstances under which employment is terminated:

- *Resignation:* Voluntary employment termination initiated by an employee. Three days without reporting to work or contacting the supervisor may be considered a voluntary resignation, at the discretion of the supervisor and the CEO. Written notice of voluntary resignation is required. It is requested that the written notice be given as far in advance as possible. Generally, failure to give adequate notice will make the employee ineligible for re-hire.
- *Discharge:* Involuntary employment termination initiated by the medical center.
- *Layoff:* Involuntary employment termination initiated by the medical center for non-disciplinary reasons.
- *Retirement:* Voluntary employment termination initiated by the employee meeting age, or any other criteria for retirement from the medical center.

Employees shall be paid in full, at their request within three working days of termination. All accrued, vested benefits that are due at termination will be paid.

Wrangell Medical Center will generally schedule an exit interview at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Wrangell Medical Center and the return of any Medical Center owned property. Suggestions, complaints, and questions can also be voiced at the exit interview.

*Layoffs:* When it is necessary to reduce the number of employees because of any lawful reason, including lack of work or funds, the supervisor concerned, in conjunction with the Medical Center CEO, will thoroughly investigate the fiscal alternatives and develop a plan for necessary lay-offs and/or curtailment of activities. Consideration shall be given to the length of service employees affected and the possibility of demoting employees in higher grades to lower grades; however, the decision shall also be made on the relative merit of the employees and their function in the Medical center. The decision shall be made at the discretion of the supervisor with the approval of the CEO.

## 11.2 COBRA

Employees who terminate their employment or are laid off, discharged from employment or there is a reduction in scheduled work hours, and are covered by the employer's group medical plan may continue their coverage by notifying the Human Resources department. The employee must complete a COBRA application form and pay up to 102% of the premium costs. By law, other employment related events may qualify the employee or his or her dependents for COBRA benefits. See the Human Resources department for more information on your COBRA rights.

**WRANGELL MEDICAL CENTER**  
**EMPLOYEE TESTING CONSENT/REFUSAL FORM**  
(12.1)

I,

---

Print Name

have been told that I must take and pass a drug test. I have been given a copy of the "Substance Screen" policy, which gives a summary of the collection and testing processes and of my options. I understand what will happen if I refuse to be tested or test positive for alcohol or drugs.

I have freely and knowingly decided to cooperate. I consent and agree to be tested.

I authorize the release of the test results to Wrangell Medical Center's Employee Health Department.

---

Signature

Date & Time

I have decided not to be tested; I understand WMC will terminate me if I do not resign, if presently employed, or deny me employment if an applicant.

---

Signature

Date & Time

---

Witness

Date & Time

**WRANGELL MEDICAL CENTER**  
**RETURN-TO-WORK AGREEMENT**  
(12.2)

A Return to Work Agreement is used to establish a set of conditions for an employee returning to work following participation in the Employee Assistance Program. This agreement will be completed by the employee's supervisor. Check all boxes that apply to the employee's specific situation. This agreement will be signed by the employee, the supervisor and the CEO prior to the employee returning to work.

- ☐ The employee tested positive for alcohol and/or drugs.
- ☐ A supervisor referred the employee to the EAP or treatment due to declining job performance.
- ☐ The employee has violated a work rule that could result in termination.
- ☐ The employee acknowledges receipt of the organization's drug and alcohol policy and agrees to comply with all provisions.
- ☐ The employee has voluntarily signed the Release of Information form allowing the organization to receive information from counseling professionals regarding continuing care recommendations and compliance. The employee understands that they must supply their supervisor with the recommendations given to them by their EAP provider. All documentation will be kept in the employee's health file.
- ☐ The employee agrees to comply with all aspects of the counseling professional's recommendations.
- ☐ The employee agrees to be subject to unannounced follow-up testing for a period of up to 24 months after being returned to work.
- ☐ The employee agrees that WMC will monitor compliance by receiving updates from professionals regarding compliance with continuing care recommendations. The employee will maintain documentation of attendance.
- ☐ The employee agrees that all costs of treatment and monitoring not covered by the employee's insurance plan are the financial responsibility of the employee.
- ☐ If absence from work is required as part of rehabilitation, PTO will be used prior to FMLA medical leave.



- ☐ The employee agrees to comply with all WMC policies and procedures and understands that nothing in this agreement prohibits WMC from applying discipline for other violations.
- ☐ The employee understands this is his/her last chance to successfully address his/her problem as it relates to their employment at Wrangell Medical Center. The employee must satisfactorily meet WMC's expectations and standards. The employee understands that failure to comply fully with this agreement will result in IMMEDIATE termination.
- ☐ Other: \_\_\_\_\_  
\_\_\_\_\_

Signature of Employee \_\_\_\_\_ Date:

Signature of Supervisor \_\_\_\_\_ Date:

Signature of CEO \_\_\_\_\_ Date:

**WRANGELL MEDICAL CENTER**  
**AUTHORIZATION FOR DISCLOSURE OF PROTECTED HEALTH**  
**INFORMATION**

(12.3)

I hereby authorize \_\_\_\_\_ to disclose my individually identifiable protected health information as described below, which may include information concerning communicable diseases such as Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS), mental illness (except for psychotherapy notes), chemical or alcohol dependency, laboratory test results, medical history, treatment or any other such related information. I understand that this authorization is voluntary and I may refuse to sign this authorization. I further understand that my health care and the payment of my health care will not be affected if I do not sign this form.

I understand that if the recipient authorized to receive the information is not a covered entity (insurance company or health care provider); the released information may no longer be protected by federal and state privacy regulations.

\_\_\_\_\_  
Printed Patient Name                      Date of Birth                      Social Security Number

Description of information to be released:                      Dates of Service (if known): \_\_\_\_\_

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Admission/Registration Records | <input type="checkbox"/> Emergency Room     | <input type="checkbox"/> Nurses Notes       |
| <input type="checkbox"/> Billing Records                | <input type="checkbox"/> History & Physical | <input type="checkbox"/> Operative Records  |
| <input type="checkbox"/> Chemical/alcohol dependency    | <input type="checkbox"/> HIV/AIDS           | <input type="checkbox"/> Physician's Orders |
| <input type="checkbox"/> Consultation Reports           | <input type="checkbox"/> Laboratory Reports | <input type="checkbox"/> Progress Notes     |
| <input type="checkbox"/> Discharge Summary              | <input type="checkbox"/> Mental Illness     | <input type="checkbox"/> Radiology Reports  |
| <input type="checkbox"/> Other: _____                   |   |   |

Description of the purpose of the use and/or disclosure: \_\_\_\_\_

The health information described herein shall be released to:

- ☐ Hospital    ☐ Physician    ☐ Insurance Company    ☐ Attorney    ☐ Patient    ☐ Other

\_\_\_\_\_  
Name                      Address                      City                      State                      Zip

I understand that this authorization will expire 90 days from the date of this authorization unless I otherwise specify.

I desire this authorization to remain in effect until \_\_\_\_\_  
Expiration Date

I further understand that I may revoke this authorization at any time by notifying the Health Information Management Department above named entity in writing. I also understand that the written revocation must be signed and dated at a date later than the date on this authorization. The revocation will not affect any actions taken before the receipt of the written revocation.

\_\_\_\_\_  
Signature of Patient/Patient Representative                      Date                      Relationship

\_\_\_\_\_  
Printed Name of Patient Representative                      Witness

**WRANGELL MEDICAL CENTER**  
**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT OF**  
**EMPLOYEE HANDBOOK & PERSONNEL POLICIES**  
(12.4)

I acknowledge that I have received a copy of the Wrangell Medical Center Employee Handbook in its most current form. I understand that this handbook replaces any and all previous editions of the Wrangell Medical Center Personnel Policies.

I understand that the contents of this employee handbook are simply policies and guidelines, not a contract or implied contract with employees. I have received the Personnel Policies and I understand that it is my responsibility to read and comply with the policies contained in this handbook.

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Employee signature

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Date

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Employee name (please print)

**WRANGELL MEDICAL CENTER**  
**EMPLOYER ACKNOWLEDGEMENT OF RECEIPT OF**  
**EMPLOYEE HANDBOOK & PERSONNEL POLICIES**  
(12.5)

I acknowledge that I have received a copy of the Wrangell Medical Center Employee Handbook in its most current form. I understand that this handbook replaces any and all previous editions of the Wrangell Medical Center Personnel Policies.

I understand that the contents of this employee handbook are simply policies and guidelines, not a contract or implied contract with employees. I have received the Personnel Policies and I understand that it is my responsibility to read and comply with the policies contained in this handbook.

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Employee signature

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Date

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Employee name (please print)

# **Agenda Item 14**

## **CITY & BOROUGH OF WRANGELL**

**BOROUGH ASSEMBLY  
AGENDA ITEM  
June 27, 2017**

### **INFORMATION:**

ATTORNEY'S FILE – Summary report was provided to the Assembly.

# **Agenda Item 15a**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY**

#### **AGENDA ITEM**

**June 27, 2017**

**Executive Session** – Update from the Borough Attorney and the Borough Manager on the status of the International Brotherhood of Electric Workers (IBEW) Union Strike and for the Assembly to possibly provide direction to the Borough Manager on the how to proceed with the International Brotherhood of Electric Workers (IBEW) Union

#### **Recommended Motion:**

I move that pursuant to AS 44.62.310 (b) and AS 44.62.310 (c)(1), that we recess into executive session to discuss matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the Borough, specifically for the Borough Attorney and the Borough Manager to update the Assembly on the status of the International Brotherhood of Electric Workers (IBEW) Union Strike and for the Assembly to possibly provide direction to the Borough Manager on the how to proceed with the International Brotherhood of Electric Workers (IBEW) Union situation.