

DISCIPLINE

Intrastaff is committed to defining acceptable and unacceptable behaviors in the workplace, and providing a reasonable process for managing behavior that does not meet acceptable standards. It is the responsibility of each employee to ensure that their behavior supports the delivery of quality patient care and services in a safe environment.

The purpose of this policy is to set guidelines and procedures for correcting unacceptable behavior in the workplace. Hopkins has established employee standards of conduct to promote efficient and congenial working conditions and employee safety. It is the policy of Intrastaff that such standards are enforced in a consistent and equitable manner.

Intrastaff expects every employee to observe basic rules of good conduct. Most of these are common sense rules that require fair dealing by supervisors and co-workers. It is important that employees understand these rules and the penalties involved for violating them.

Cause of disciplinary action taken under this policy may be any violation of an affiliate organization and/or Intrastaff written policy and procedures. Any unacceptable behaviors/performance may be addressed by the Intrastaff coordinator in the following format:

- A. Counseling is a corrective discussion between the employee and the departmental supervisor and/or Intrastaff coordinator. Discussion regarding the employee's failure to meet performance standards, service standards, and expectations. An attempt is made to identify the cause of the problem and prevent recurrence of the undesirable behavior. Documentation of counseling becomes a part of the employee's file. A disciplinary action form will be completed and/or noted in employees profile (employee signature not needed).
- B. Probationary period will be given on continued failure to meet the performance standards. At the discretion of the Intrastaff coordinator, the length of the probationary period will be decided based on the severity of the offense. A disciplinary action report will be done and/or noted in employees profile.
- C. Termination may occur while the employee is on probation for continued violation of performance standards and/or any other violation. Any major rule violations may warrant termination without counseling and/or probationary period. A disciplinary action report will be done and/or noted in employees' profile.

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The following are examples of major rule violations but are not inclusive:

- Leaving the assignment without notifying Intrastaff
- Failure to report to an assignment/shift without notification unless a true verifiable emergency occurs
- Under the influence and/or use of alcohol or drugs while on duty
- Sleeping during shift/assignment
- Smoking on premises or in a non-designated area
- Misuse of language (profanity)
- Attempt to falsify records - payroll or any other document
- Theft/misuse of any property that does not belong to the employee
- Drug diversion events; Medication or practice errors*
- Soliciting of any kind of products/services while on premises
- Any harassment, discrimination, sexual harassment and workplace violence displayed
- Any violation of Intrastaff or institutional policies or procedures may be deemed reason for termination at the discretion of the director
- A criminal complaint, arrest, indictment, or conviction of an employee for alleged unlawful activity may result in a termination, depending upon the seriousness of the act, the job-relatedness, and the evidence supporting the allegation(s)**

*Incidents involving medication and/or practice errors are reviewed on a case by case basis.

** It is the employee's responsibility to inform Intrastaff of any criminal complaint(s), arrest(s), indictment(s), or conviction(s) that occur after the date of hire. Failure to do so may result in termination.

Upon termination, any affiliate and/or Intrastaff property must be collected from the employee prior to issuing their last paycheck.

Written documentation will be noted in the employee's file stating reason for termination.

Major rule violations may be cause for an employee's employment provisions at any Johns Hopkins Health System facility be revoked, i.e. not eligible for re-hire.

Reference:

JHHSC and JHH Human Resources Policy and Procedure Manual:
Section ELR603, Discipline

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APPROVAL:

Bonnie J. Windsor
Director, Intrastaff

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Date