PURPOSE

This Manual constitutes the formal statement of the Human Resources policies and procedures applicable to employees in their employment relationship with The Johns Hopkins Health System Corporation (JHHSC) and The Johns Hopkins Hospital (JHH). The Manual is designed to provide managerial and supervisory personnel with uniform knowledge of JHHSC/JHH Human Resource Policies and Procedures, in order to assure equitable and consistent application. The Manual is provided to managers and supervisors as a guide to the administration of human resource policies, however, this Manual is not intended to be an inflexible rule book. Rather it should be a resource for interpreting the variety of situations that can occur in the workplace.

This policy and procedure manual does not constitute an expressed or implied contract and should not be viewed or interpreted as a contract between JHHSC or JHH and its employees. Employment is at will and terminable, by either the employer or employee at any time for any lawful reason. JHHSC and JHH reserve the right at their sole discretion to amend, change, modify or delete any of its policies or procedures at any time without notice.

APPLICATION

This Manual is intended to apply to all employees of JHHSC and JHH. In the event of a discrepancy between this Manual and a collective bargaining agreement covering employees represented by a union, the terms of the bargaining agreement will govern.

RESPONSIBILITIES

JHHSC and JHH Responsibilities
All managerial and administrative functions, responsibilities and prerogatives entrusted to and conferred upon employers inherently and by law are retained and vested exclusively with JHHSC and JHH including but not limited to the right to exercise judgment to establish and administer policies, practices and procedures and changed them to direct and discipline our workforce and increase its efficiency, and to take whatever action is necessary in its judgment to operate JHHSC and JHH. The failure of JHHSC or JHH to exercise any such prerogative or function in a particular way shall not be considered a waiver of JHHSC's or JHH's right to exercise such prerogative or function, or preclude it from exercising that prerogative of function in some other way.

President
The President of JHHSC and JHH has the ultimate responsibility for JHHSC's and JHH's policies and procedures and has the authority to make the final decisions in all matters governed by JHHSC or JHH policies. The President has delegated that responsibility to the Vice President of Human Resources.

Vice President, Human Resources
The Vice President of Human Resources is responsible for establishing policies and procedures and assuring that they are fully implemented.

Directors and Managers of Human Resources
The Directors and Managers of Human Resources are responsible for helping managers, supervisors and employees interpret and apply policies related to their area of expertise. They are also responsible for subsequent updates, in cooperation with management and administrative personnel, and for assuring conformance to all applicable laws and government regulations.

Managers and Supervisors
Mangers and Supervisors are responsible for establishing internal procedures as they deem necessary to implement approved policies and guidelines. It is expected that managers and supervisors will strive to apply these policies equitably, and that appropriate consideration will be given to previous actions that may have been taken under these policies. Questions regarding a particular policy should

be referred to the "Contact for Clarification" indicated next to the policy name on the "Table of Contents."

Employees
Employees are encouraged to familiarize themselves with the policies and procedures of JHHSC/JHH and understand that the work environment is governed by them. When further information is warranted, employees are encouraged to contact their supervisors or the Department of Human Resources.

DISTRIBUTION

To ensure the most recent policies are used, the online version of the Policy and Procedure Manual is available at **http://www.hopkinsmedicine.org/jhhr/PoliciesProcedures/.** Managers are encouraged to print the pdf versions and place them in a binder on their unit. It is the responsibility of that individual to ensure that the Manual is available upon request to employees and that it is updated as required.

Before revisions are made to policies, they are reviewed with the People Board (made up of a cross-section of managers throughout JHHSC and JHH). Once approved, communication of the revised policies, including a brief description of the revisions, is disseminated by:

1. E-mail broadcast to all JHM
2. E-mail from the Vice President of Human Resources to JHHSC/JHH managers
3. update placed on the JHHSC/JHH Human Resources Web site

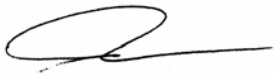
SPONSOR

Vice President, Human Resources

REVIEW CYCLE

3 years

APPROVAL



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Vice President, Human Resources Date