

**Children's Hospital Foundation  
Employee Policies  
Effective January 1, 2010**

These policies supersede any previous Children's Hospital Foundation policies. They do not constitute a contract of employment and do not guarantee employment for any specified amount of time.

**Office hours:**

Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. These hours may be altered, based on work requirements and employee needs, with supervisor approval. For payroll purposes, the work week shall run from 12:01 a.m. Monday through Sunday at midnight. Any new employee taking time off, prior to accruing the time, will be docked accordingly. Hourly employees must have overtime pre-approved.

**Work schedules:** To maintain a productive work environment, CHF expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness result in a burden on other employees and on the Company's overall operations. Employees who are unable to be at work on time or are unable to work as scheduled must notify their supervisors as soon as possible via telephone in advance of the tardiness or absence. Excessive tardiness and poor attendance may lead to disciplinary action up to and including termination of employment. Your supervisor must approve all flexible scheduling, sick leave and vacation. Outside appointments should be made early in the a.m. or late in the p.m. and must be on the calendar and approved. Any permanent flexible scheduling, such as hours to arrive and leave daily, must be approved by the Executive Director.

**Exempt Employees:**

Certain employees are "exempt" employees under federal and state law and are therefore not entitled to overtime compensation for hours worked in excess of a forty (40) hour workweek. Exempt employees are generally those in a technical, professional or managerial capacity. Overtime hours for exempt employees have been considered and factored into the employee's salary. There are no compensatory time provisions and employees are to be available as needed to complete their work.

**Holidays:** All employees are entitled to the following paid holidays defined below unless otherwise posted. Part-time employees will be paid for usual hours worked.

New Year's Day - Martin Luther King Day - Labor Day - Independence Day  
Good Friday - Memorial Day - Thanksgiving (2) days - Christmas Eve - Christmas Day

**Vacation:**

After Year One through Year 4: 12 Days of vacation  
After Five Years of Service: 18 Days of vacation  
After Ten Years of Service: 24 Days of vacation

For staff employed more than 5 years, a maximum of 20 days unused vacation time may be carried forward to the new fiscal year and for staff employed less than 5 years, a maximum of 10 days unused vacation time may be carried forward to the new fiscal year with approval from Executive Director. Unused vacation will be paid at date of termination. Supervisors must pre-approve all vacation schedules.

**Sick Leave:**

6 Days a Year. Maximum carry-over of 20 days. Unused sick leave will not be paid at date of termination.

**Bereavement**

Up to 3 days bereavement (per year) leave for immediate family. Immediate Family: Parents, Siblings, Spouse, Children

**Inclement Weather Policy: Determined when needed**

**Health Insurance Benefits:** CHF will pay 90% dental/vision and of health/life insurance premium on the "employee" only.

**Parking:** CHF will pay PHF parking for all employees.

**Time Sheets:** All pay checks submitted for signage will be accompanied by your time sheet. No time sheet, no pay check signed. If a time sheet is turned in late, you will not be paid until the next pay cycle. If you plan to be on vacation, please turn your time sheet in prior to your departure.

**Other Policies Attached:** Telephone, Information Systems, Travel, Whistleblower, Harassment, Conflict of Interest, Document Retention

Employee acknowledges receipt of this policy, pages 1-8

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Employee Signature & Date

## TELEPHONE POLICY

Remember that every time you use the telephone, you are representing Children's Hospital Foundation to the outside world. Convey warmth with a smile in your voice. Remember – the caller is not interrupting you – it is your job to talk with him or her!

While personal phone calls are not prohibited, their frequency, duration, and volume should not interfere with on-going work nor distract fellow employees. Abuse of this privilege may lead to disciplinary action.

Employees are not permitted to make personal long-distance telephone calls using the company's telephones or telephone credit card, except in emergencies. Employees may place personal long-distance calls if they use their personal calling card or call collect.

## INFORMATION SYSTEMS: ACCEPTABLE USE

CHF's computer systems and access is the property of the University of Oklahoma and employees of CHF are subject to the acceptable use policy of the University (see [www.ouhsc.edu](http://www.ouhsc.edu) administrative policies for more information):

### A. General Principles

**Access to computer systems and networks owned, operated, or provided by the University is predicated on compliance with certain responsibilities and obligations and is granted subject to University policies and local, state and federal laws. By using University information systems or computing resources, users agree to abide by and comply with the applicable policies, procedures and laws. Acceptable use must be ethical, reflect academic honesty, and show responsible use in the consumption of shared resources. Acceptable use also demonstrates respect for intellectual property, ownership of data, system security mechanisms, and freedom from intimidation and harassment. Information created or stored on University computer resources, networks and systems may be subject to the Oklahoma Open Records Act.**

1. In making acceptable use of information resources, users **MUST**:
  - a. comply with all University policies and procedures and local, state, and federal laws;
  - b. use resources only for authorized administrative, academic, research or clinical purposes; or other University business;
  - c. protect the user-ID and system from unauthorized use (users are responsible for all activities on their user-ID or that originate from their system);
  - d. access only information that is the user's, that is publicly available, or to which the user has been given authorized access;
  - e. comply with all copyright laws, licensing terms, patent laws, trademarks, trade secrets and all contractual terms; and
  - f. be responsible in the use of shared resources (refrain from monopolizing systems, overloading networks, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources).
2. In making acceptable use of information resources, users **MUST NOT**:
  - a. use another person's system, files, or data without express authorization;
  - b. use another individual's user ID or password;
  - c. use computer programs to decode passwords or access control information;
  - d. attempt to circumvent or subvert system or network security;
  - e. engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized modifications to or sharing of University data;
  - f. use University systems for commercial, private, personal, or political purposes, such as using electronic mail to circulate advertising for products or for political candidates;
  - g. harass or intimidate another person including, but not limited to, broadcasting unapproved, unsolicited messages, repeatedly sending unwanted or threatening mail, or using someone else's name or user-ID;
  - h. waste computing resources or network resources including, but not limited to, intentionally placing a program in an endless loop, printing excessive amounts of paper, or sending chain letters or unapproved, unsolicited mass mailings;
  - i. attempt to gain access to information or services to which the user has no legitimate access rights; or
  - j. engage in any other activity that does not comply with the General Principles presented above, University policies and procedures, or applicable law.

### B. Enforcement

**The University considers any violation of acceptable use principles or guidelines to be a serious offense and reserves the right to copy, monitor and/or examine any files or information residing on University systems, networks, or computing resources allegedly related to unacceptable use, and to protect its systems and networks from events or behaviors that threaten or degrade operations. Violators are subject to disciplinary action including, but not limited**

to, penalties outlined in the Student Code, Staff Handbook, or Faculty Handbook. Offenders also may be prosecuted under laws including, but not limited to, the Communications Act of 1934 (amended), Family Educational Rights and Privacy Act of 1974, Computer Fraud and Abuse Act of 1986, Computer Virus Eradication Act of 1989, Interstate Transportation of Stolen Property, Digital Millennium Copyright Act, Health Insurance Portability and Accountability Act, Electronic Communications Privacy Act, Oklahoma Open Records Act, and state conflicts of interest laws.

Individuals using computer systems owned by the University do so subject to applicable laws and University policies. The user assumes all risk of loss of materials or data or damage thereto. The University disclaims any responsibility and/or warranties for information and materials residing on non-University systems or available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions or values of the University, its faculty, staff or students. These guidelines should not be construed as a limit on any individual's right under the Constitution of the United States or the laws of Oklahoma.

**Adopted 2-9-04.**

More Information Technology policies may be found at <http://it.ouhsc.edu/policies/>

## **TRAVEL POLICY**

It is the policy of Children's Hospital Foundation to reimburse staff for reasonable and necessary expenses incurred in connection with approved travel on behalf of the agency. Children's Hospital Foundation strongly encourages use of travel discounts when making travel arrangements.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.

### **AUTHORIZATION AND RESPONSIBILITY**

Travel for staff must be authorized. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within 30 days, the traveler must submit an expense report and supporting documentation to obtain reimbursement of expenses.

An individual may not approve his/her own travel and/or reimbursement. Authorizing signatures include the Executive Director, Assistant Director or CMN Director.

### **TRAVEL RELATED EXPENSES THAT MAY BE PREPAID**

In advance of the travel, Children's Hospital Foundation may issue prepayments for airfare, rail transportation, rental vehicles, conference registration fees, and cash advances. Applicable policies and methods of payments for these prepayments follow.

**1. Airfare** – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Airfare may be prepaid by the Business Office. Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. First class tickets are not reimbursable. Airfare may be purchased with a credit card or check through the Business Office with a Request for Payment form.

**2. Rental Vehicles** – Children's Hospital Foundation will pay for approved use of a rental vehicle.

**3. Conference Registration Fees** – Conference registration fees can be prepaid with a credit card or check through the Business Office with a Request for Payment form. Business related banquets or meals that are considered part of the conference can be paid with the registration fees; however, such meals must be deducted from the traveler's per diem allowance. See Meals (per diem) for more detail.

**4. Travel Advances** – Cash advances are authorized for specific situations that might cause undue financial hardship for business travelers. These situations are limited to staff traveling on behalf of Children's Hospital Foundation – 80% of the total estimated cost can be advanced.

Expenses associated with the travel must be reconciled and substantiated within 2 weeks of the return date. The traveler must repay Children's Hospital Foundation for any advances in excess of the approved reimbursable expenses. The department initiating the travel is responsible for notifying the Business Office to deposit any excess funds into the appropriate departmental account.

## REIMBURSEMENTS

Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts where required. Reimbursements that may be paid by Children's Hospital Foundation are shown below.

**1. Airfare** – If the airfare was not prepaid by the Business Office, an original itemized airline receipt, an e-ticket receipt/statements, or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made. Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 30 days in advance to avoid premium pricing. First class tickets are not reimbursable.

**2. Automobile (Personally Owned – Domestic Travel)** – A valid driver's license issued within the United States and personal automobile insurance are required for expenses to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by his/her automobile insurance company for travel that is business or not personal in nature. Reimbursement for usage of a personal automobile is based on the current Children's Hospital Foundation Mileage Rate which may be obtained from the Senior Accountant. Reimbursement for a commercial rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible. Vehicle rental at a destination city is reimbursable. Original receipts are required. Children's Hospital Foundation authorizes reimbursement for entry-level or the most economic vehicle available. In certain circumstances larger vehicles may be rented, with supervisory approval. The rental agreement must clearly show the date, the points of departure/arrival, as well as the total cost. Drivers must adhere to the rental requirements and restrictions must be followed. Original receipts are required. When vehicle rentals are necessary, Children's Hospital Foundation encourages travelers to purchase CDW and LDW coverage. Children's Hospital Foundation will reimburse the cost of CDW and LDW coverage – all other insurance reimbursements will be denied. Drivers should be aware of the extent of a coverage (if any) provided by his/her automobile insurance company for travel that is business or not personal in nature. Travelers are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

**3. Conference Registration Fees** – If the conference fee was not prepaid, Children's Hospital Foundation will reimburse these fees, including business related banquets or meals that are part of the conference registration. Original receipts to support the payment are required. If the conference does not provide a receipt, a cancelled check, credit card slip/statement, or documentation that the amount was paid is required for reimbursement. A pro-rated amount for the meals provided must be deducted from the traveler's per diem. See Meals (per diem) for more detail. Entertainment activities such as golf outings and sightseeing tours will not be reimbursed. Registration fees paid directly by an individual will not be reimbursed until the conference is completed.

**4. Lodging (commercial)** – The cost of overnight lodging (room rate and tax only) will be reimbursed to the traveler if the authorized travel is 45 miles or more from the traveler's home or primary work site. Exceptions to this restriction may be approved in writing by the Executive Director or by the CMN Director. Children's Hospital Foundation will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate. Only single room rates are authorized for payment or reimbursement unless the second party is representing the agency in an authorized capacity. If the lodging receipt shows more than a single occupancy, the single room rate must be noted. If reimbursement for more than the single room rate is requested, the name of the second person must be included.

**5. Meals (Per Diem)** – Per diem allowances are reimbursable for in state overnight travel that is 45 miles or more from the traveler's home or primary work site. Per Diem allowances are applicable for all out-of-state travel that is 45 miles or more from the traveler's home or primary work site. Children's Hospital Foundation per diem rates are based on the U.S. General Services Administration Guidelines, [www.gsa.gov](http://www.gsa.gov), that vary by city location. Per diem reimbursements are based on departure and return times over the entire 24-hour day and prorated accordingly. If a free meal is served on the plane, included in a conference registration fee, built in to the standard, single hotel room rate or replaced by a legitimate business meal, the per diem allowance for that meal may not be claimed. Receipts are not required for per diem allowances. Per diem allowances are reimbursed after the trip is completed.

**6. Business Expenses** – Business expenses including faxes, photocopies, Internet charges, data ports, and business telephone calls incurred while on travel status can be reimbursed. Original itemized receipts are required.

**7. Parking** – Original receipts are required for parking fees (including airport parking) totaling \$25.00 or more. The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

**8. Telephone Calls** – The costs of personal telephone calls are the responsibility of the individual.

**9. Tolls** – Original receipts are required for tolls totaling \$25.00 or more.

**10. Miscellaneous Transportation** – Original receipts are required for taxi, bus, subway, metro, ferry, and other modes of transportation if costs are \$25.00 or more for each occurrence.

## **WHISTLEBLOWER POLICY**

A whistleblower as defined by this policy is an employee of Children's Hospital Foundation who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities. Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the Executive Director. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Company will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact his/her immediate supervisor or the Executive Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Executive Director and the CHF Board President who are responsible for investigating and coordinating corrective action.

## **HARASSMENT POLICY**

Children's Hospital Foundation is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, we will not tolerate unlawful harassment of our employees by anyone, including any supervisor, co-worker, or third party. Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person's race, color, national origin, religion, age, sex, gender or disability. Harassment that affects job benefits, interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment will not be tolerated.

Harassment may include derogatory remarks, epithets, offensive jokes, the display or circulation of offensive printed, visual or electronic, or offensive physical actions. Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, or other physical, verbal or visual conduct based on sex constitutes harassment when (1) submission to the conduct is required as a term or condition of employment or is the basis for employment action, or (2) the conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive workplace. Sexual harassment may include sexual propositions, innuendo, suggestive comments, sexually oriented jokes or teasing, or unwelcome physical contact such as patting, pinching, or brushing against another.

All Children's Hospital Foundation employees are responsible for helping to enforce this policy against harassment. Any employee who has been the victim of prohibited harassment or who has witnessed such harassment must immediately notify their supervisor so the situation can be promptly investigated and remedied. If it is the supervisor who is responsible for the harassment or reporting the situation to the supervisor fails to remedy the situation, complaints of harassment must immediately be reported to the Human Resources Director or the President. It is Children's Hospital Foundation policy to investigate all harassment complaints thoroughly and promptly. To the fullest extent practicable, Children's Hospital Foundation will maintain the confidentiality of those involved. If an investigation confirms that harassment has occurred, Children's Hospital Foundation will take corrective action. Corrective action may include discipline up to and including immediate termination of employment. Children's Hospital Foundation forbids retaliation against anyone who has reported harassment or who has cooperated in the investigation of harassment complaints.



# CHF RETENTION POLICY

The corporate records of Children's Hospital Foundation (hereafter "CHF") are important assets. Corporate records include essentially all records you produce as an employee, whether paper or electronic. A record may be as obvious as a memorandum, an e-mail, a contract or a case study, or something not as obvious, such as a computerized desk calendar, an appointment book or an expense record.

The law requires CHF to maintain certain types of corporate records, usually for a specified period of time. Failure to retain those records for those minimum periods could subject you and CHF to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place CHF in contempt of court, or seriously disadvantage CHF in litigation.

CHF expects all employees to fully comply with any published records retention or destruction policies and schedules, provided that all employees should note the following general exception to any stated destruction schedule: If you believe, or CHF informs you, that company records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until the Legal Department determines the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records. If you believe that exception may apply, or have any question regarding the possible applicability of that exception, please contact the Legal Department.

From time to time CHF establishes retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that bear special consideration are identified below. While minimum retention periods are suggested, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention identified above, as well as any other pertinent factors.

(a) Tax Records. Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of deductions, business costs, accounting procedures, and other documents concerning CHF's revenues. Tax records should be retained for at least six years from the date of filing the applicable return.

(b) Employment Records/Personnel Records. State and federal statutes require CHF to keep certain recruitment, employment and personnel information. CHF should also keep personnel files that reflect performance reviews and any complaints brought against CHF or individual employees under applicable state and federal statutes. CHF should also keep all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel in the employee's personnel file. Employment and personnel records should be retained for six years.

(c) Board and Board Committee Materials. Meeting minutes should be retained in perpetuity in CHF's minute book. A clean copy of all Board and Board Committee materials should be kept for no less than three years by the Company.

(d) Press Releases/Public Filings. CHF should retain permanent copies of all press releases and publicly filed documents under the theory that CHF should have its own copy to test the accuracy of any document a member of the public can theoretically produce against CHF.

(e) Legal Files. Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.

(f) Marketing and Sales Documents. CHF should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, generally three years.

An exception to the three-year policy may be sales invoices, contracts, leases, licenses and other legal documentation. These documents should be kept for at least three years beyond the life of the agreement.

(g) Development/Intellectual Property and Trade Secrets. Development documents are often subject to intellectual property protection in their final form (e.g., patents and copyrights). The documents detailing the development process are often also of value to CHF and are protected as a trade secret where the CHF:

- (i) derives independent economic value from the secrecy of the information; and
- (ii) the Company has taken affirmative steps to keep the information confidential.

CHF should keep all documents designated as containing trade secret information for at least the life of the trade secret.

(h) Contracts. Final, execution copies of all contracts entered into by CHF should be retained. CHF should retain copies of the final contracts for at least three years beyond the life of the agreement, and longer in the case of publicly filed contracts.

(i) Electronic Mail. E-mail that needs to be saved should be either:

- (ii) printed in hard copy and kept in the appropriate file; or
- (ii) downloaded to a computer file and kept electronically or on disk as a separate file.

The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this policy.

Failure to comply with this Document Retention Policy may result in punitive action against the employee, including suspension or termination.

Questions about this policy should be referred to:

Kathy McCracken, CHF Executive Director 405-271-1276; [kathy-mccracken@ouhsc.edu](mailto:kathy-mccracken@ouhsc.edu) who is in charge of administering, enforcing and updating this policy.

READ, UNDERSTOOD and AGREED:

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(Employee Signature)

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(Date signed)