

Hospice Policies & Procedures: Human Resources

Table of Contents

POLICY TITLE	POLICY #
Anti-Harassment	HR.A10
Attendance and Punctuality	HR.A15
Competency Assessment	HR.C10
Consultation	HR.C15
COVID-19 Vaccination	HR.C20
Criminal Background Checks	HR.C25
Disciplinary Action	HR.D10
Equal Opportunity Employer	HR.E10
Exit Interviews	HR.E15
Gratuities	HR.G10
Grievance Procedure	HR.G15
Hazard Communication	HR.H05
Health/Physical Requirements	HR.H10
Hepatitis B Vaccination	HR.H12
Hiring New Staff	HR.H15
Holidays	HR.H20
Hospice Property	HR.H25
Immigration Law	HR.I10
Individuals With a Disability	HR.I15
Introductory Period	HR.I20
Job Descriptions	HR.J10
Leave of Absence - Bereavement	HR.L10
Leave of Absence - Family and Medical Leave Act	HR.L15
Leave of Absence - Personal	HR.L20
License Verification	HR.L25
Licensed Professional Services	HR.L30
Off-Duty Conduct	HR.O10
Orientation Program	HR.O15

POLICY TITLE	POLICY #
Paid Time Off	HR.P10
Performance Evaluations	HR.P15
Personal Appearance	HR.P20
Personnel Records	HR.P25
Productive Work Environment	HR.P30
Professional Boundaries	HR.P35
Safety - Automobile	HR.S10
Safety - Fire	HR.S15
Safety - Office	HR.S20
Safety - Program	HR.S25
Safety - Utilities Management	HR.S30
Smoking	HR.S35
Social Media	HR.S37
Staff Education	HR.S40
Staffing Ratios and Planning	HR.S45
Staff Support	HR.S50
Supervision of Clinical Staff	HR.S55
Termination of Employment	HR.T12
Unacceptable Conduct	HR.U10
Volunteers - Orientation and Training	HR.V10
Volunteers - Performance Evaluations	HR.V15
Volunteers - Personnel Records	HR.V20
Volunteers - Recordkeeping	HR.V25
Volunteers - Recruitment	HR.V30
Volunteers - Retention, Support and Education	HR.V35
Volunteers - Screening and Application	HR.V40
Volunteers - Supervision	HR.V45
Workplace Violence	HR.W10
Work-Related Injuries	HR.W15