



## AGENDA

### HUMAN RESOURCES COMMITTEE A COMMITTEE OF THE BOARD OF DIRECTORS

**REGULAR MEETING**  
**Wednesday, July 19, 2023**  
**9:00 AM**  
**Administration Boardroom**  
**600 N. Highland Springs Avenue, Banning, CA 92220**

**In compliance with the Americans with Disabilities Act**, if you need special assistance to participate in this meeting, please contact the Administration Office at (951) 769-2101. **Notification 48 hours prior to the meeting** will enable the Hospital to make reasonable arrangement to ensure accessibility to this meeting. [28 CFR 35.02-35.104 ADA Title II].

TAB

I. Call to Order

S. Rutledge

II. Public Comment

A five-minute limitation shall apply to each member of the public who wishes to address the Human Resources Committee of the Hospital Board of Directors on any matter under the subject jurisdiction of the Committee. A thirty-minute time limit is placed on this section. No member of the public shall be permitted to “share” his/her five minutes with any other member of the public. (Usually, any items received under this heading are referred to staff for future study, research, completion and/or future Committee Action.) (PLEASE STATE YOUR NAME AND ADDRESS FOR THE RECORD.)

On behalf of the San Gorgonio Memorial Hospital Board of Directors, we want you to know that the Board/Committee acknowledges the comments or concerns that you direct to this Committee. While the Board/Committee may wish to occasionally respond immediately to questions or comments if appropriate, they often will instruct the CEO, or other Administrative Executive personnel, to do further research and report back to the Board/Committee prior to responding to any issues raised. If you have specific questions, you will receive a response either at the meeting or shortly thereafter. The Board/Committee wants to ensure that it is fully informed before responding, and so if your questions are not addressed during the meeting, this does not indicate a lack of interest on the Board/Committee’s part; a response will be forthcoming.

### OLD BUSINESS

III. **\*Proposed Action - Approve Minutes**

S. Rutledge

- April 19, 2023, Regular meeting

A

### NEW BUSINESS

IV. A. Employment Activity/Turnover Reports

A. Karam

B

1. Employee Activity by Job Class/Turnover Report (04/01/2023 – 06/30/2023)
2. Separation Reason Analysis – All Associates (04/01/2023 – 06/30/2023)
3. Separation Reason Analysis – Full and Part Time Associates (04/01/2023 – 06/30/2023)
4. Separation Reason Analysis – Per Diem Associates (04/01/2023 – 06/30/2023)
5. FTE Vacancy Summary (04/01/2023 – 06/30/2023)
6. RN Vacancy Summary (04/01/2023 – 06/30/2023)

B. Workers Compensation report (06/01/2023 – 06/30/2023)

C

- |       |   |             |   |
|-------|---|-------------|---|
| V.    | <b>* Proposed Action – Recommend approval to Hospital Board of Associate Holiday Gift Cards</b><br>▪ <b>ROLL CALL</b>   | A. Karam    | D |
| VI.   | Education: <ul style="list-style-type: none"><li>• Know Your Rights: Workplace Discrimination is Illegal</li><li>• Pregnant Workers Fairness Act (PWFA)<ul style="list-style-type: none"><li>○ Infographic</li><li>○ What You Should Know</li></ul></li></ul> | A. Karam    | E |
| VII.  | Future Agenda Items   | S. Rutledge |   |
| VIII. | Next Meeting: October 18, 2023  |             |   |
| IX.   | Adjourn   | S. Rutledge |   |

**\* Requires Action**

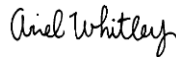
In accordance with The Brown Act, Section 54957.5, all public records relating to an agenda item on this agenda are available for public inspection at the time the document is distributed to all, or a majority of all, members of the Committee. Such records shall be available at the Hospital office located at 600 N. Highland Springs Avenue, Banning, CA 92220 during regular business hours, Monday through Friday, 8:00 am - 4:30 pm.

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**Certification of Posting**

I certify that on July 14, 2023, I posted a copy of the foregoing agenda near the regular meeting place of the Board of Directors of San Gorgonio Memorial Hospital Human Resources Committee, and on the San Gorgonio Memorial Hospital website, said time being at least 72 hours in advance of the regular meeting of the Human Resources Committee (*Government Code Section 54954.2*).

Executed at Banning, California, on July 14, 2023,



Ariel Whitley, Executive Assistant

**TAB A**

REGULAR MEETING OF THE  
SAN GORGONIO MEMORIAL HOSPITAL  
BOARD OF DIRECTORS

HUMAN RESOURCES COMMITTEE  
April 19, 2023

The regular meeting of the San Gorgonio Memorial Hospital Board of Directors Human Resources Committee was held on Wednesday, April 19, 2023, in Classroom C, 600 N. Highland Springs Avenue, Banning, California.

Members Present: Susan DiBiasi, Shannon McDougall, Ron Rader (C), Steve Rutledge

Excused Absence: None

Staff Present: Steve Barron (CEO), Angela Brady (CNE), Annah Karam (CHRO), Daniel Heckathorne (CFO) Ariel Whitley (Executive Assistant), John Peleuses (VP, Ancillary and Support Services)

AGENDA ITEM	DISCUSSION	ACTION / FOLLOW-UP
<b>Call To Order</b>	Chair Ron Rader called the meeting to order at 9:08 am.	
<b>Public Comment</b>	No public was present.	
<b>OLD BUSINESS</b>		
<b>Proposed Action - Approve Minutes:  January 18, 2023, Regular Meeting</b>	Chair Rader asked for any changes or corrections to the minutes of the January 18, 2023, regular meeting.  There were none.	<b>The minutes of the January 18, 2023, regular meeting was reviewed and will stand as presented.</b>
<b>NEW BUSINESS</b>		
<b>Reports</b>		
<b>A. Employment Activity/Turnover Reports</b>		
<b>1. Employee Activity by Job Class/Turnover</b>	Annah Karam, Chief Human Resources Officer, reviewed the report "Employee Activity by Job Class/Turnover Report" for the period of 01/01/2023 through 03/31/2023 as included in the Committee packet.	

AGENDA ITEM	DISCUSSION	ACTION / FOLLOW-UP
<b>Report            (01/01/2023            through            03/31/2023)</b>		
<b>2. Separation            Reasons            Analysis All            Associates            (01/01/2023            through            03/31/2023)</b>	<p>Annah reviewed the “Separation Reason Analysis for All Associates” for the period of 01/01/2023 through 03/31/2023 as included in the Committee packet.</p> <p>For this period, there were 40 Voluntary Separations and 14 Involuntary Separations for a total of 54.</p>	
<b>3. Separation            Reason            Analysis Full            and Part            Time            Associates            (01/01/2023            through            03/31/2023)</b>	<p>Annah reviewed the “Separation Reason Analysis for Full and Part Time Associates” for the period of 01/01/2023 through 03/31/2023 as included in the Committee packet.</p> <p>For this period, there were 23 Voluntary Separations and 9 Involuntary Separations for a total of 32.</p>	
<b>4. Separation            Reason            Analysis Per            Diem            Associates            (01/01/2023            through            03/31/2023)</b>	<p>Annah reviewed the “Separation Reason Analysis for Per Diem Associates” for the period of 01/01/2023 through 03/31/2023 as included in the Committee packet.</p> <p>For this period, there were 17 Voluntary Separations and 5 Involuntary Separations for a total of 22.</p>	
<b>5. FTE            Vacancy            Summary            (01/01/2023            through            03/31/2023)</b>	<p>Annah reviewed the “FTE Vacancy Summary” for the period of 01/01/2023 through 03/31/2023 as included in the Committee packet.</p> <p>Annah reported that the Facility Wide vacancy rate as of 03/31/2023 was 21.75%.</p>	
<b>6. RN Vacancy            Summary            (01/01/2023            through            03/31/2023)</b>	<p>Annah reviewed the “RN Vacancy Summary” for the period of 01/01/2023 through 03/31/2023 as included in the Committee packet.</p> <p>Annah reported that the Overall All RN Vacancy rate as of</p>	

AGENDA ITEM	DISCUSSION	ACTION / FOLLOW-UP
	03/31/2023 was 20.20%.	
<b>B. Workers Compensation Report</b>		
<b>Workers Compensation Report (03/01/2023 through 03/31/2023)</b>	Annah reviewed the Workers Compensation Reports covering the period of 03/01/2023 through 03/31/2023 as included in the Committee packet.	
<b>Education</b>	Annah reviewed each education article as included in the committee packets: <ul style="list-style-type: none"> <li>• Ins and Outs of an Alternative Workweek</li> <li>• Laws that Apply to Your Organization</li> </ul>	
<b>Future Agenda items</b>	<ul style="list-style-type: none"> <li>• Update on alternative workweek practices</li> </ul>	
<b>Next regular meeting</b>	The next regular Human Resources Committee meeting is scheduled for July 19, 2023, @ 9 am.	
<b>Adjournment</b>	The meeting was adjourned at 9:51 am.	

In accordance with The Brown Act, *Section 54957.5*, all reports and handouts discussed during this Open Session meeting are public records and are available for public inspection. These reports and/or handouts are available for review at the Hospital Administration office located at 600 N. Highland Springs Avenue, Banning, CA 92220 during regular business hours, Monday through Friday, 8:00 am - 4:30 pm.

Minutes respectfully submitted by Ariel Whitley, Executive Assistant

**TAB B**

A B C D E F G H I J K

**EMPLOYEE ACTIVITY BY JOB CLASS / TURN OVER REPORT**

04/01/2023 THROUGH 06/30/2023

JOB CLASS/FAMILY	CURRENT	2022	YTD	CURRENT	2022	YTD	ACTIVE	LOA	CURRENT	ANNUALIZED	
	NEW HIRES	NEW HIRES	NEW HIRES	SEPARATIONS	SEPARATIONS	TERMS	ASSOCIATE	ASSOCIATE	TURNOVER	TURNOVER	
	04/01/2023 THROUGH 06/30/2023		01/01/2023 THROUGH 06/30/2023	04/01/2023 THROUGH 06/30/2023		01/01/2023 THROUGH 06/30/2023	AS OF 06/30/2023	AS OF 06/30/2023	AS OF 06/30/2023		
ADMIN/CLERICAL	4	21	10	5	20	15	81	2	6.17%	18.52%	1
ANCILLARY	8	16	13	3	20	5	67	2	4.48%	7.46%	2
CLS	1	2	3	1	3	2	20	0	5.00%	10.00%	7
DIRECTORS/MGRS	0	2	2	1	3	3	29	1	3.45%	10.34%	8
LVN	1	3	1	0	6	2	19	1	0.00%	10.53%	9
OTHER NURSING	6	30	16	5	27	15	78	0	6.41%	19.23%	10
PT	1	0	4	2	4	2	9	0	22.22%	22.22%	11
RAD TECH	1	7	3	0	7	1	36	1	0.00%	2.78%	12
RN	14	44	22	14	59	25	143	10	9.79%	17.48%	13
RT	1	0	1	1	2	3	18	1	5.56%	16.67%	14
SUPPORT SERVICES	9	31	29	6	28	19	89	3	6.74%	21.35%	15
<b>FACILITY TOTAL</b>	<b>46</b>	<b>156</b>	<b>104</b>	<b>38</b>	<b>179</b>	<b>92</b>	<b>589</b>	<b>21</b>	<b>6.45%</b>	<b>15.62%</b>	<b>16</b>
											17
											18
Full Time	26	99	67	23	90	51	408	16	5.64%	12.50%	19
Part Time	5	8	10	2	13	6	57	4	3.51%	10.53%	20
Per Diem	15	49	27	13	76	35	124	1	10.48%	28.23%	21
<b>TOTAL</b>	<b>46</b>	<b>156</b>	<b>104</b>	<b>38</b>	<b>179</b>	<b>92</b>	<b>589</b>	<b>21</b>	<b>6.45%</b>		<b>22</b>

Current Turnover: J22  
Annualized Turnover: K22

Southern California Hospital Association (HASC) Benchmark:  
Turnover for all Associates = 7.25%  
Turnover for all RNs = 6.90%



**SEPARATION ANALYSIS**  
**ALL ASSOCIATES**  
**04/01/2023 THROUGH 06/30/2023**

REASON	Current Qtr % by Category	Length Of Service						Total Separations
		Less than 90 days	90 days - 1 year	1-2 years	3-5 years	6-10 years	10+ years	
<b>Voluntary Separations</b>								
Full-Time	55.3%	6	2	6	5	2	0	21
Part-Time	5.3%	1				1		2
Per Diem	31.6%	1	2	4	1	2	2	12
<b>Subtotal, Voluntary Separations</b>	<b>92.1%</b>	<b>8</b>	<b>4</b>	<b>10</b>	<b>6</b>	<b>5</b>	<b>2</b>	<b>35</b>
<b>Involuntary Separations</b>								
Full-Time	5.3%	1		1				2
Part-Time	0.0%							0
Per Diem	0.0%						1	1
<b>Subtotal, Involuntary Separations</b>	<b>7.9%</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>

<b>Total Separations</b>	<b>100.0%</b>	<b>9</b>	<b>4</b>	<b>11</b>	<b>6</b>	<b>5</b>	<b>3</b>	<b>38</b>
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DEPARTMENT	LT 90 DAYS	90 DAYS TO 1 YR	1 TO 2 YRS	3 TO 5 YRS	6 TO 10 YEARS	10 PLUS YRS	GRAND TOTAL
<b>INVOLUNTARY</b>	<b>1</b>		<b>1</b>			<b>1</b>	<b>3</b>
Laboratory			1				1
Materials Management	1						1
Nursing Administration						1	1
<b>VOLUNTARY</b>	<b>8</b>	<b>4</b>	<b>10</b>	<b>6</b>	<b>5</b>	<b>2</b>	<b>35</b>
DOU	2						2
ED	1	1	1	1			4
Environmental Services	2				1		3
ICU		1	2				3
Joint Venture Physical Therapy				1	1		2
Laboratory				1			1
Medical Staff			1				1
MSC	2	1	2	1		1	7

	2	1	2	1		1	1
Nursing Administration					1		1
OB			1				1
OR		1					1
Performance Improvement			1				1
Pharmacy				1			1
Public Relations					1		1
Resource Pool					1		1
Respiratory Therapy				1			1
Security	1		2				3
Social Services						1	1
<b>Grand Total</b>	<b>9</b>	<b>4</b>	<b>11</b>	<b>6</b>	<b>5</b>	<b>3</b>	<b>38</b>

**Separation Reason Analysis**  
**FULL AND PART TIME ASSOCIATES**  
**04/01/2023 THROUGH 06/30/2023**

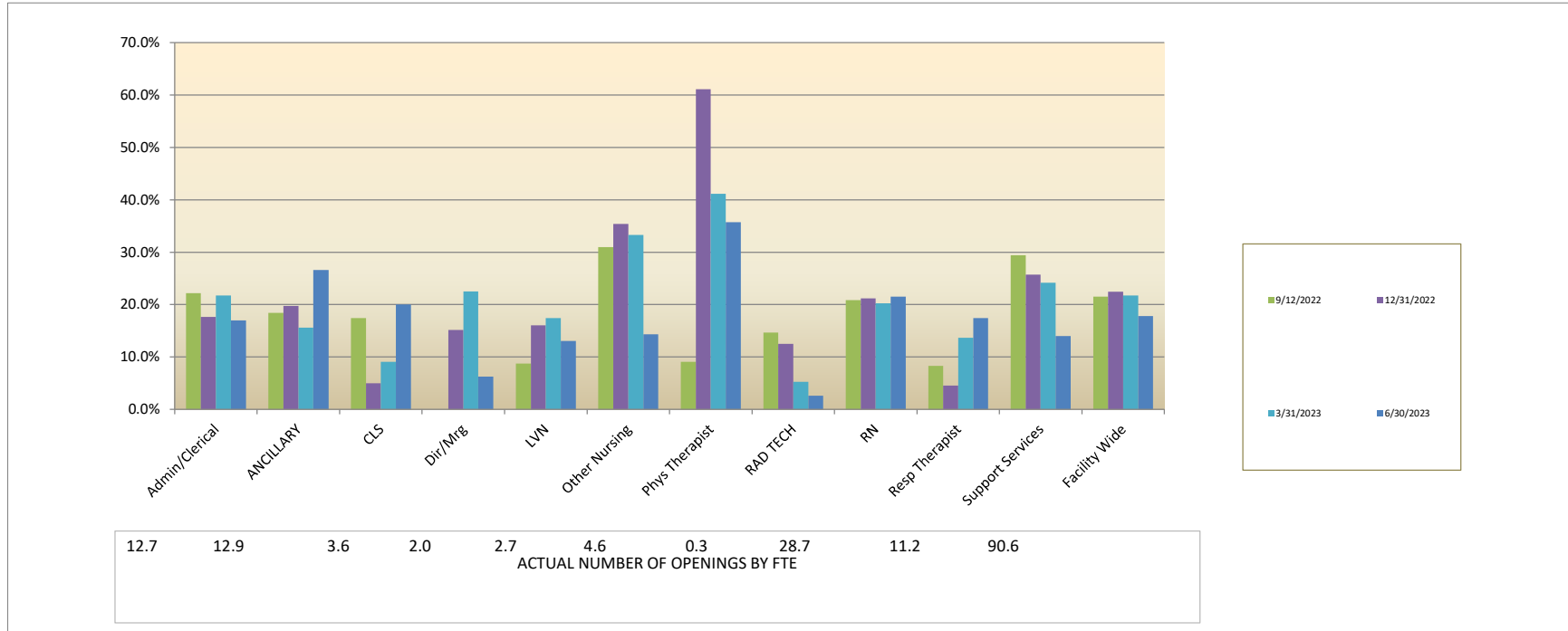
REASON	Current Qtr % by Category	Length Of Service						Total Separations
		Less than 90 days	90 days - 1 year	1-2 years	3-5 years	6-10 years	10+ years	
<b>Voluntary Separations</b>								
Did not Return from LOA	0.0%							0
Employee Death	0.0%							0
Family/Personal Reasons	20.0%	4		1				5
Job Abandonment	0.0%							0
Job Dissatisfaction	4.0%			1				1
Medical Reasons	0.0%							0
New Job Opportunity	60.0%	3	2	3	4	3		15
Not Available to Work	0.0%							0
Pay	0.0%							0
Relocation	8.0%			1	1			2
Retirement	0.0%							0
Return to School	0.0%							0
Unknown	0.0%							0
<b>Subtotal, Voluntary Separations</b>	<b>92.0%</b>	<b>7</b>	<b>2</b>	<b>6</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>23</b>
<b>Involuntary Separations</b>								
Attendance/Tardiness	0.0%							0
Conduct	0.0%							0
Didn't meet certification deadline	4.0%			1				1
Didn't meet scheduling needs	4.0%							0
Poor Performance	4.0%	1						1
Position Eliminations	0.0%							0
Temporary Position	0.0%							0
<b>Subtotal, Involuntary Separations</b>	<b>8.0%</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>Total Separations</b>	<b>100.0%</b>	<b>8</b>	<b>2</b>	<b>7</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>25</b>

**Separation Reason Analysis**  
*Per Diem Associates Only*  
04/01/2023 THROUGH 06/30/2023

REASON	Current Qtr % by Category	Length Of Service						Total Separations
		Less than 90 days	90 days - 1 year	1-2 years	3-5 years	6-10 years	10+ years	
<b><i>Voluntary Separations</i></b>								
Did not Return from LOA	0.0%							0
Employee Death	0.0%							0
Family/Personal Reasons	23.1%	1	1				1	3
Job Abandonment	15.4%					2		2
Job Dissatisfaction	0.0%							0
Medical Reasons	0.0%							0
New Job Opportunity	30.8%		1	3				4
Not Available to Work	7.7%			1				1
Pay	0.0%							0
Relocation	7.7%				1			1
Retirement	7.7%						1	1
Return to School	0.0%							0
Unknown	0.0%							0
<b><i>Subtotal, Voluntary Separations</i></b>	<b>92.3%</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>12</b>
<b><i>Involuntary Separations</i></b>								
Attendance/Tardiness	0.0%							0
Conduct	7.7%						1	1
Didn't meet certification deadline	0.0%							0
Didn't meet scheduling needs	0.0%							0
Poor Performance	0.0%							0
Position Eliminations	0.0%							0
Temporary Position	0.0%							0
<b><i>Subtotal, Involuntary Separations</i></b>	<b>7.7%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>Total Separations</b>	<b>100.0%</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>13</b>

**FTE Vacancy Summary: 04/01/2023 THROUGH 06/30/2023**

	<u>Admin/Clerical</u>	<u>ANCILLARY</u>	<u>CLS</u>	<u>Dir/Mrg</u>	<u>LVN</u>	<u>Other Nursing</u>	<u>Phys Therapist</u>	<u>RAD TECH</u>	<u>RN</u>	<u>Resp Therapist</u>	<u>Support Services</u>	<u>Facility Wide</u>
9/12/2022	22.20%	18.42%	17.39%	0.00%	8.70%	30.97%	9.09%	14.63%	20.83%	8.33%	29.41%	21.48%
12/31/2022	17.65%	19.74%	5.00%	15.15%	16.00%	35.40%	61.11%	12.50%	21.18%	4.55%	25.69%	22.47%
3/31/2023	21.70%	15.58%	9.09%	22.50%	17.39%	33.33%	41.14%	5.26%	20.20%	13.64%	24.17%	21.75%
6/30/2023	17.00%	26.60%	20.00%	6.25%	13.04%	14.29%	35.71%	2.63%	21.54%	17.39%	14.02%	17.79%

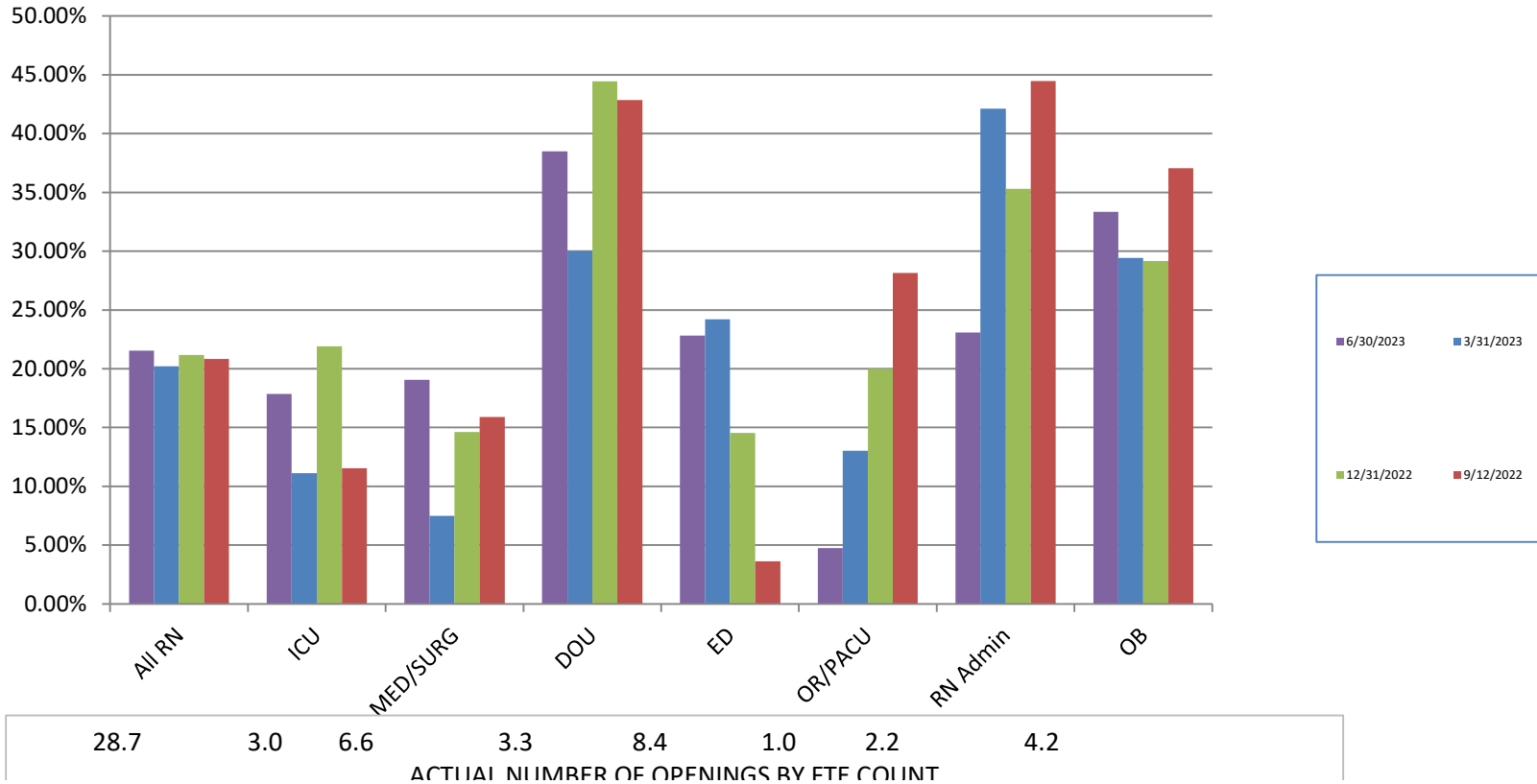


**RN FTE Vacancy Summary: 004/01/2023 THROUGH 06/30/2023**

**VACANCY RATE = Number of openings/(total staff + openings)**

	6/30/2023	3/31/2023	12/31/2022	9/12/2022
All RN	21.54%	20.20%	21.18%	20.83%
ICU	17.86%	11.11%	21.88%	11.54%
MED/SURG	19.05%	7.50%	14.63%	15.91%
DOU	38.46%	30.00%	44.44%	42.86%
ED	22.81%	24.19%	14.55%	3.64%
OR/PACU	4.76%	13.04%	20.00%	28.13%
RN Admin	23.08%	42.11%	35.29%	44.44%
OB	33.33%	29.41%	29.17%	37.04%

	OPEN POSITIONS	TOTAL STAFF	VACANCY RATE
All RN	42	153	21.54%
ICU	5	23	17.86%
Med Surg	8	34	19.05%
DOU	5	8	38.46%
ED	13	44	22.81%
OR/PACU	1	20	4.76%
RN Adm.	3	10	23.08%
OB	7	14	33.33%



**TAB C**



## DASHBOARD REPORT

Fiscal Year Basis: July

## San Gorgonio Memorial Hospital

Data as of 6/30/2023

Reporting Period 6/1/2023 - 6/30/2023

### SUMMARY DATA

FiscalYear	ValuationDate	Values			Count	Open Count
		Total Paid	Total Reserves	Total Incurred		
2015-2016	2023-06-30	844,988	140,948	985,936	40	3
2016-2017	2023-06-30	205,546	-	205,546	27	-
2017-2018	2023-06-30	72,312	-	72,312	18	-
2018-2019	2023-06-30	87,684	48,613	136,297	15	1
2019-2020	2023-06-30	68,021	-	68,021	15	-
2020-2021	2023-06-30	300,633	150,229	450,862	22	3
2021-2022	2023-06-30	101,060	82,338	183,398	18	3
2022-2023	2023-06-30	66,508	127,389	193,897	12	5
<b>Grand Total</b>		<b>1,746,751</b>	<b>549,518</b>	<b>2,296,269</b>	<b>167</b>	<b>15</b>

### DASHBOARD REPORT

Fiscal Year Basis: July

### San Gorgonio Memorial Hospital

Data as of 6/30/2023

Reporting Period 6/1/2023 - 6/30/2023

### TOP TEN CLAIMS

Claim Number	Claimant	Department	Cause	DOI	Status	Total Paid	Total Reserves	Total Incurred
20805905		Surgical Services	Fall, Slip or Trip Injury	2020-08-04	Open	197,342	95,903	293,244
16000811		Environmental Services	Fall, Slip or Trip Injury	2016-05-31	Open	173,084	48,141	221,225
16000026		Obstetrics	Fall, Slip or Trip Injury	2016-01-05	Open	138,024	62,530	200,553
16001005		Medical Surgical	Burn or Scald - Heat or Cold Exposures -	2016-07-21	Closed	98,814	-	98,814
16000233		Environmental Services	Strain or Injury By	2016-02-20	Closed	93,934	-	93,934
16000357		Medical Surgical	Struck or Injured By	2016-03-16	Closed	82,643	-	82,643
23000477		Medical Surgical	Fall, Slip or Trip Injury	2023-03-07	Open	25,287	55,082	80,369
16000185		Medical Surgical	Fall, Slip or Trip Injury	2016-02-13	Closed	77,289	-	77,289
19000235		Nursing Administration	Fall, Slip or Trip Injury	2019-02-11	Open	25,544	48,613	74,157
21001795		Medical Surgical	Strain or Injury By	2021-08-13	Open	33,280	40,127	73,407





Open Claims						San Geronio Memorial Hospital					
Fiscal Year Basis: July						Data as of 6/30/2023					
						Reporting Period 6/1/2023 - 6/30/2023					
							Values				
Loss Date	Claim #	Status	ClaimantTypeDesc	InjuryCauseGroup	Litigated (1=	Count	Paid	Outstanding	Incurred	Lost Time	
2015-08-20	15001161	Re-Open	Future Medical	Strain or Injury By	0	1	27,087	30,277	57,364	0	
2016-01-05	16000026	Open	Future Medical	Fall, Slip or Trip Inju	1	1	138,024	62,530	200,553	749	
2016-05-31	16000811	Open	Future Medical	Fall, Slip or Trip Inju	1	1	173,084	48,141	221,225	730	
2019-02-11	19000235	Open	Future Medical	Fall, Slip or Trip Inju	0	1	25,544	48,613	74,157	0	
2020-08-04	20805905	Open	Indemnity	Fall, Slip or Trip Inju	1	1	197,342	95,903	293,244	623	
2021-03-16	21000657	Re-Open	Indemnity	Fall, Slip or Trip Inju	1	1	10,947	17,780	28,727	0	
2021-04-30	21001003	Open	Indemnity	Strain or Injury By	0	1	1,439	36,547	37,986	0	
2021-08-13	21001795	Open	Future Medical	Strain or Injury By	0	1	33,280	40,127	73,407	70	
2021-10-20	21002354	Open	Future Medical	Caught In, Under or l	0	1	2,443	6,245	8,688	9	
2022-01-23	22000651	Re-Open	Indemnity	Fall, Slip or Trip Inju	0	1	21,882	35,967	57,849	106	
2022-11-20	22002677	Open	Indemnity	Strain or Injury By	0	1	1,858	37,597	39,455	0	
2022-12-02	22002737	Open	Indemnity	Strain or Injury By	0	1	3,258	12,832	16,090	10	
2023-02-10	23000261	Open	Indemnity	Miscellaneous Cause	0	1	2,022	18,578	20,600	0	
2023-03-07	23000477	Open	Indemnity	Fall, Slip or Trip Inju	0	1	25,287	55,082	80,369	112	
2023-06-07	23001233	Open	Medical	Strain or Injury By	0	1	-	3,300	3,300	0	
<b>Grand Total</b>						<b>15</b>	<b>663,496</b>	<b>549,518</b>	<b>1,213,014</b>	<b>2,409</b>	

**TAB D**

2023 HOLIDAY GIFT CARDS  
DISTRIBUTION Week of November 6TH, 2023

	QUANTITY	LAST YEAR	VALUE
FULL TIME	427	\$100.00	\$42,700.00
PART TIME	62	\$75.00	\$4,650.00
Per Diem	140	\$15.00	\$2,100.00
TOTAL	629		\$49,450.00

# TAB E



# Know Your Rights: Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

## Who is Protected?

- Employees (current and former), including managers and temporary employees
- Job applicants
- Union members and applicants for membership in a union

## What Types of Employment Discrimination are Illegal?

Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:

- Race
- Color
- Religion
- National origin
- Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity)
- Age (40 and older)
- Disability
- Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)
- Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding
- Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation

## What Organizations are Covered?

- Most private employers
- State and local governments (as employers)
- Educational institutions (as employers)
- Unions
- Staffing agencies

## What Employment Practices can be Challenged as Discriminatory?

All aspects of employment, including:

- Discharge, firing, or lay-off
- Harassment (including unwelcome verbal or physical conduct)
- Hiring or promotion
- Assignment
- Pay (unequal wages or compensation)
- Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical condition; or a sincerely-held religious belief, observance or practice
- Benefits
- Job training
- Classification
- Referral
- Obtaining or disclosing genetic information of employees
- Requesting or disclosing medical information of employees
- Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding
- Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation) or pregnancy accommodation

## What can You Do if You Believe Discrimination has Occurred?

Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways:

**Submit** an inquiry through the EEOC's public portal:  
<https://publicportal.eeoc.gov/Portal/Login.aspx>

**Call** 1-800-669-4000 (toll free)  
1-800-669-6820 (TTY)  
1-844-234-5122 (ASL video phone)

**Visit** an EEOC field office (information at [www.eeoc.gov/field-office](http://www.eeoc.gov/field-office))

**E-Mail** [info@eeoc.gov](mailto:info@eeoc.gov)

Additional information about the EEOC, including information about filing a charge of discrimination, is available at [www.eeoc.gov](http://www.eeoc.gov).



## EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases:

### Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin

Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

### Asking About, Disclosing, or Discussing Pay

Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

### Disability

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

### Protected Veteran Status

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

### Retaliation

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP)  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210  
1-800-397-6251 (toll-free)

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at <https://ofccphelpdesk.dol.gov/s/>, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at <https://www.dol.gov/agencies/ofccp/contact>.

## PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

### Race, Color, National Origin, Sex

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

### Individuals with Disabilities

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.



# PREGNANT WORKERS FAIRNESS ACT (PWFA)

## WHAT IS PWFA?

The Pregnant Workers Fairness Act (PWFA) is a federal law that, starting June 27, 2023, requires covered employers to provide “reasonable accommodations” to a qualified worker’s known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an “undue hardship.” An undue hardship is defined as causing significant difficulty or expense.

**“Reasonable accommodations”** are changes to the work environment or the way things are usually done at work.

## WHAT ARE SOME POSSIBLE ACCOMMODATIONS FOR PREGNANT WORKERS?

- Being able to sit or drink water
- Receiving closer parking
- Having flexible hours
- Receiving appropriately sized uniforms and safety apparel
- Receiving additional break time to use the bathroom, eat, and rest
- Taking leave or time off to recover from childbirth
- Being excused from strenuous activities and/or exposure to chemicals not safe for pregnancy



## WHAT OTHER FEDERAL EMPLOYMENT LAWS MAY APPLY TO PREGNANT WORKERS?

Other laws that apply to workers affected by pregnancy, childbirth, or related medical conditions, include:

- Title VII which prohibits employment discrimination based on sex, pregnancy, or other protected categories (enforced by the U.S. Equal Employment Opportunity Commission (EEOC))
- The ADA which prohibits employment discrimination based on disability (enforced by the EEOC)
- The Family and Medical Leave Act which provides unpaid leave for certain workers for pregnancy and to bond with a new child (enforced by the U.S. Department of Labor)
- The PUMP Act which provides nursing mothers a time and private place to pump at work (enforced by the U.S. Department of Labor)



Learn more at [www.EEOC.gov/Pregnancy-Discrimination](http://www.EEOC.gov/Pregnancy-Discrimination).



# THE PREGNANT WORKERS FAIRNESS ACT (PWFA)

Prepare for this new law before it goes into effect on June 27, 2023.

## WHAT IS IT?

The PWFA requires covered employers to provide “reasonable accommodations” to a worker’s known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an “undue hardship.”



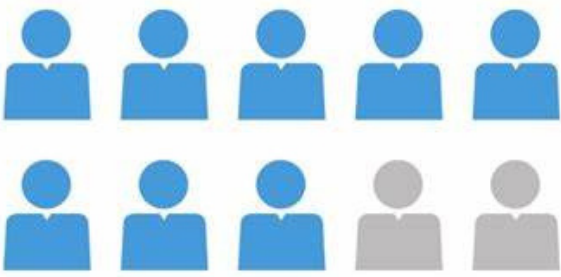
# 72%



of working women will become pregnant while employed at some time in their lives.

*SOURCE: US Census Bureau, Maternity Leave and Employment Patterns: 1961-2008, 2011*

## 8 IN 10



first-time pregnant women work until their final month of pregnancy.

*SOURCE: U.S. Congress, Pregnant Workers Fairness Act, 2021, www.congress.gov/117/crpt/hrpt27/CRPT-117hrpt27.pdf*

# 23%

of moms have thought about leaving a job due to a lack of reasonable accommodation or fear of discrimination from an employer during pregnancy, according to one survey.

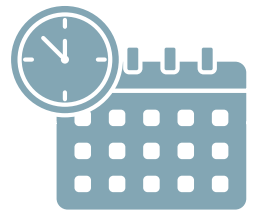
*SOURCE: Bipartisan Policy Center: Morning Consult Poll, February 11, 2022*

## TIP FOR EMPLOYERS:

Train supervisors about the PWFA so they are ready when they get reasonable accommodation requests.

## Examples of reasonable accommodations that may be available to workers:

- Offering additional, longer, or more flexible breaks to eat, drink, rest, or use the restroom
- Changing a work schedule, such as having shorter hours, part-time work, or a later start time



- Changing food or drink policies to allow a worker to have a water bottle or food



- Providing leave for medical appointments or to recover from childbirth



Learn more at [EEOC.gov](https://www.eeoc.gov)



U.S. Equal Employment Opportunity Commission

# What You Should Know About the Pregnant Workers Fairness Act

## 1. What is the Pregnant Workers Fairness Act?

The **Pregnant Workers Fairness Act (PWFA)** (<https://www.congress.gov/117/bills/hr2617/BILLS-117hr2617enr.pdf#page=1626>) is a new law that requires **covered employers** to provide “reasonable accommodations” to a worker’s known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an “undue hardship.”

The PWFA applies only to accommodations. **Existing laws** (<https://www.eeoc.gov/pregnancy-discrimination>) that the EEOC enforces make it illegal to fire or otherwise discriminate against workers on the basis of pregnancy, childbirth, or related medical conditions.

The PWFA does not replace federal, state, or local laws that are **more protective** of workers affected by pregnancy, childbirth, or related medical conditions. More than 30 **states** (<https://www.dol.gov/agencies/wb/pregnant-nursing-employment-protections>) and cities have laws that provide accommodations for pregnant workers.

## 2. When does the PWFA go into effect, and will the public have input on any regulations?

The PWFA goes into effect on June 27, 2023. The EEOC is required to issue regulations to carry out the law. The EEOC will issue a proposed version of the

PWFA regulations so the public can give their input and offer comments before the regulations become final.

### 3. Is the EEOC accepting charges under the PWFA?

The EEOC will start accepting charges under the PWFA on June 27, 2023. For the PWFA to apply, the situation complained about in the charge must have happened on June 27, 2023, or later. A pregnant worker who needs an accommodation before June 27th may, however, have a right to receive an accommodation under another federal or state law.

In some situations, workers affected by pregnancy, childbirth, or a related medical condition may be able to get an accommodation under **Title VII of the Civil Rights Act of 1964 or the Americans with Disabilities Act (ADA)**.

Therefore, until June 27, 2023, the EEOC will continue to accept and process Title VII and/or ADA charges involving a lack of accommodation regarding pregnancy, childbirth, or related medical conditions.

After June 27, 2023, the EEOC will analyze charges regarding accommodations for workers affected by pregnancy, childbirth, or related medical conditions under the PWFA (if the violation occurred after June 27, 2023) and, where applicable, under the ADA and/or Title VII.

### 4. Who does the PWFA protect?

The PWFA protects employees and applicants of “covered employers” who have known limitations related to pregnancy, childbirth, or related medical conditions.

“Covered employers” include private and public sector employers with at least 15 employees, Congress, Federal agencies, employment agencies, and labor organizations.

### 5. What are some examples of reasonable accommodations for pregnant workers?

“Reasonable accommodations” are changes to the work environment or the way things are usually done at work.

The **House Committee on Education and Labor Report on the PWFA** (<https://www.congress.gov/congressional-report/117th-congress/house->

**report/27/1?overview=closed)** provides several examples of possible reasonable accommodations including the ability to sit or drink water; receive closer parking; have flexible hours; receive appropriately sized uniforms and safety apparel; receive additional break time to use the bathroom, eat, and rest; take leave or time off to recover from childbirth; and be excused from strenuous activities and/or activities that involve exposure to compounds not safe for pregnancy. Employers are required to provide reasonable accommodations unless they would cause an “undue hardship” on the employer’s operations. An “undue hardship” is significant difficulty or expense for the employer.

## 6. What else does the PWFA prohibit?

Covered employers cannot:

- Require an employee to accept an accommodation without a discussion about the accommodation between the worker and the employer;
- Deny a job or other employment opportunities to a qualified employee or applicant based on the person's need for a reasonable accommodation;
- Require an employee to take leave if another reasonable accommodation can be provided that would let the employee keep working;
- Retaliate against an individual for reporting or opposing unlawful discrimination under the PWFA or participating in a PWFA proceeding (such as an investigation); or
- Interfere with any individual’s rights under the PWFA.

## 7. What other federal laws may apply to pregnant workers?

Other laws that apply to workers affected by pregnancy, childbirth, or related medical conditions, include:

- Title VII (enforced by the EEOC), which:
  - Protects an employee from discrimination based on **pregnancy** (<https://www.eeoc.gov/pregnancy-discrimination>), childbirth, or related medical conditions; and
  - Requires covered employers to treat a worker affected by pregnancy, childbirth, or related medical conditions the same as other workers similar in their ability or inability to work;

- The ADA (enforced by the EEOC), which:
  - Protects an employee from discrimination based on **disability** (<https://www.eeoc.gov/eeoc-disability-related-resources>); and
  - Requires covered employers to provide reasonable accommodations to a person with a disability if the reasonable accommodation would not cause an undue hardship for the employer.
  - While pregnancy is not a disability under the ADA, some pregnancy-related conditions **may be disabilities** (<https://www.eeoc.gov/laws/guidance/questions-and-answers-about-eeocs-enforcement-guidance-pregnancy-discrimination-and#q17>) under the law.
- The **Family and Medical Leave Act of 1993** (<https://www.dol.gov/agencies/whd/fmla>) (enforced by the U.S. Department of Labor), which provides covered employees with unpaid, job-protected leave for certain family and medical reasons; and
- The **PUMP Act** (<https://www.dol.gov/agencies/whd/nursing-mothers>) (Providing Urgent Maternal Protections for Nursing Mothers Act) (enforced by the U.S. Department of Labor), which broadens workplace protections for employees to express breast milk at work.

## Resources for Workers

**TIPS FOR ASKING FOR  
A REASONABLE ACCOMMODATION**

IF YOUR PREGNANCY, CHILDBIRTH, OR RELATED MEDICAL CONDITION MAKES IT HARDER FOR YOU TO PERFORM YOUR JOB, YOU CAN ASK FOR A CHANGE CALLED A REASONABLE ACCOMMODATION.

- 1 TALK** to your employer. Your manager, human resources, or person designated in the company policy is a good place to start.

*Covered employers must provide a reasonable accommodation unless it will cause them an undue hardship.*
- 2 EXPLAIN** that because of a physical or mental condition related to your pregnancy, childbirth, or related medical condition, you need a change.
- 3 SHARE** with your employer what barriers you are facing. Give ideas, if you have them, for what could help you do your job.

*For example, you may need to do your job differently, a piece of equipment, additional breaks, leave, or a different schedule.*
- 4 IF YOUR EMPLOYER SAYS "NO"** PROVIDE information. Tell your employer about the EEOC's webpage: [What You Should Know About the Pregnant Workers Fairness Act](https://www.eeoc.gov/sites/default/files/2023-06/PWFA%20Reasonable%20Steps%20Infographic.pdf).

**REACH OUT** to the EEOC. The EEOC can help you decide on next steps.



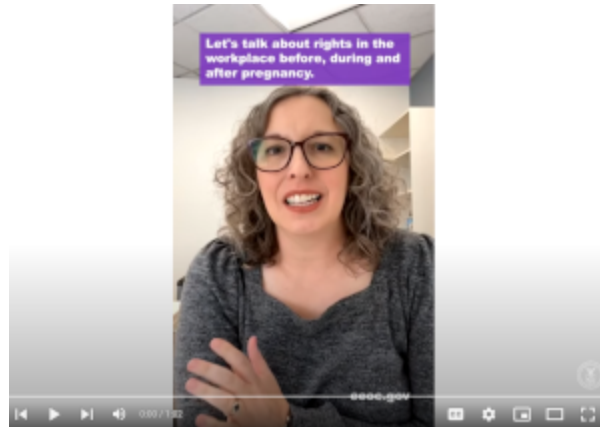
**CONTACT US:**  
1-800-669-4000  
[WWW.EEOC.GOV](http://WWW.EEOC.GOV)



### Download Infographic:

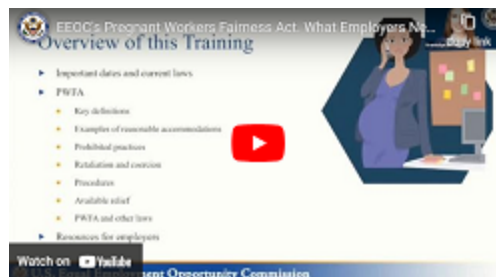
### Tips for Asking for Reasonable Accommodation

(<https://www.eeoc.gov/sites/default/files/2023-06/PWFA%20Reasonable%20Steps%20Infographic.pdf>)

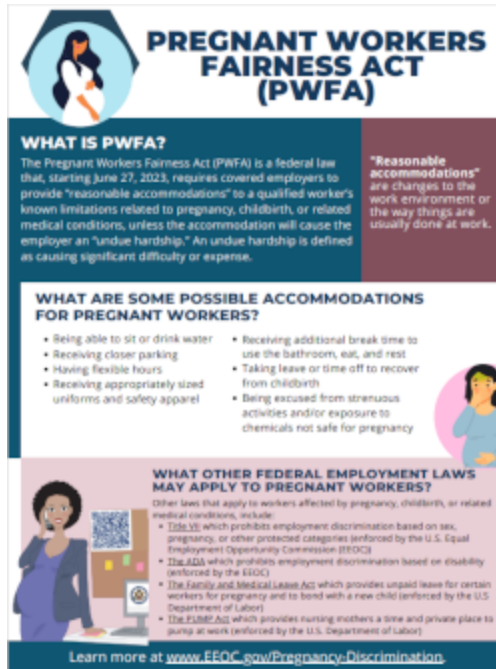


**Videos: Pregnancy Playlist from EEOC and the Department of Labor ([https://www.youtube.com/watch?v=5C1wyqLJUF0&list=PL65EFmHB\\_s4BYvk6Qff0cqCSZFCcINfnr](https://www.youtube.com/watch?v=5C1wyqLJUF0&list=PL65EFmHB_s4BYvk6Qff0cqCSZFCcINfnr))**

## For Employers and Healthcare Providers



**Pregnant Workers Fairness Act: What Employers Need to Know Webinar (<https://www.youtube.com/watch?v=ftxYyTlXetE>)**



**Download PWFA Poster for Healthcare Providers ([https://www.eeoc.gov/sites/default/files/2023-05/PWFA%20%28Healthcare%20Poster%29-11\\_508%20FINAL.pdf](https://www.eeoc.gov/sites/default/files/2023-05/PWFA%20%28Healthcare%20Poster%29-11_508%20FINAL.pdf))**



**Download "Know Your Rights: Workplace Discrimination is Illegal" poster (<https://www.eeoc.gov/poster>)**



## THE PREGNANT WORKERS FAIRNESS ACT (PWFA)

Prepare for this new law before it goes into effect on June 27, 2023.

### WHAT IS IT?

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# 72%



of working women will become pregnant while employed at some time in their lives.

SOURCE: U.S. Census Bureau, "Maternity Leave and Employment Patterns: 1997-2008." 2011

### 8 IN 10



first-time pregnant women work until their final month of pregnancy.

SOURCE: U.S. Congress, Pregnant Workers Fairness Act, 2021. [www.congress.gov/115/legislation/2021/115/hr/1000/115/hr1000.pdf](https://www.congress.gov/115/legislation/2021/115/hr/1000/115/hr1000.pdf)

### Examples of reasonable accommodations that may be available to workers:

- Offering additional, longer, or more flexible breaks to eat, drink, rest, or use the restroom 
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- Changing food or drink policies to allow a worker to have a water bottle or food 
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of moms have thought about leaving a job due to a lack of reasonable accommodation or fear of discrimination from an employer during pregnancy, according to one survey.

SOURCE: Equal Labor Policy Center, "Hiring Consult Post," February 14, 2022

### TIP FOR EMPLOYERS:

Train supervisors about the PWFA so they are ready when they get reasonable accommodation requests.



 Learn more at [EEOC.gov](https://www.eeoc.gov)

### Download Infographic:

### The Pregnant Workers Fairness Act (PWFA)

([https://www.eeoc.gov/sites/default/files/2023-05/PWFA%20Infographic-1\\_508%20FINAL.pdf](https://www.eeoc.gov/sites/default/files/2023-05/PWFA%20Infographic-1_508%20FINAL.pdf))