I. SCOPE:

This policy applies to (1) Tenet Healthcare Corporation and its wholly-owned subsidiaries and affiliates (each, an "Affiliate"); (2) any other entity or organization in which Tenet Healthcare Corporation or an Affiliate owns a direct or indirect equity interest greater than 50%; and (3) any hospital or healthcare facility in which Tenet Healthcare Corporation or an Affiliate either manages or controls the day-to-day operations of the facility (each, a "Tenet Facility") (collectively, "Tenet").

II. PURPOSE:

The purpose of this policy is to provide supervisors with appropriate guidelines regarding computing hours worked for employees who are concurrently employed by more than one Tenet facility.

III. DEFINITIONS:

A. "**Home Facility**" means the facility for which the employee works the majority of total worked hours.

B. "**Secondary Facility**" means the facility for which the employee works less than a majority of total worked hours.

IV. POLICY:

Tenet will follow very strict and specific guidelines regarding employees who are concurrently employed by more than one Tenet facility. Tenet will aggregate all hours worked by employees for the organization for the purpose of determining total overtime liability and administering the Tenet Retirement Plan. The following additional guidelines will also apply to shared employment circumstances:

- no current Tenet employee may also work as a temporary agency employee for any Tenet facility;
- no current Tenet employee may also work as an independent contractor for any Tenet facility;
- a Tenet employee who is exempt salaried may not work for any other Tenet facility in a non-exempt role without prior approval from the employee's Home Facility Human Resources department;

- the maximum number of hours an employee is permitted to work in shared employment may at any time be limited at management's discretion for safety, job performance, or any other reason; and

- any Tenet employee who wishes to perform volunteer services at a Tenet facility must obtain prior approval from his/her Home Facility Human Resources Department.

IV. PROCEDURE:

A. Overtime

1. Overtime will be charged to the facility where the hours worked prompted the overtime.

2. Where an employee works at two or more Tenet facilities during a pay period, overtime will be calculated based on the applicable law.

B. Facility Payroll

At no time may any employee concurrently be on more than one Tenet facility payroll. Employees who are jointly employed by more than one Tenet facility should be paid only from the Home Facility. The time and attendance record should reflect the hours worked for each Tenet facility where the employee works.

C. Aggregation of Hours Worked

When two or more Tenet facilities jointly employ an individual, all hours worked must be aggregated for the purpose of determining total overtime liability. The facilities must coordinate scheduling the employee to eliminate potential overtime expenses or arrange a mutually agreeable solution for apportioning any incurred overtime pay expenses.

D. Workday/Workweek

In accordance with applicable state wage and hour laws, the workweek and workday of the home facility is used for determining the employee's overtime.

E. Facility Human Resources

1. Review all circumstances of shared employment to ensure its appropriateness.

2. Assist supervisor with any coordination issues as necessary.

3. If either facility has union representation, the facility Human Resources leader must discuss with VP of Labor and Employee Relations prior to the assignment.

F. Home Facility Supervisor

1. Coordinate all pay practices and policies.

2. Issue paychecks to affected employees.

3. Apportion the appropriate labor costs and hours to the secondary facility.

G. Secondary Facility Supervisor

1. Approve all hours worked.

2. Verify the rate to be paid and the cost center to be charged.

H. Employees

Submit approved worked time for both Home and Secondary facility to home facility for payment.

I. Enforcement

All employees whose responsibilities are affected by this policy are expected to be familiar with the basic procedures and responsibilities created by this policy. Failure to comply with this policy will be subject to appropriate performance management pursuant to all applicable policies and procedures, up to and including termination. Such performance management may also include modification of compensation, including any merit or discretionary compensation awards, as allowed by applicable law.

V. REFERENCE

- Shared Employee Request Form