

	Human Resource Policy Employee Relations & Workplace Expectations	No. HR.ERW.06¹
	Title: FACILITY MANUALS AND STAFF APPROVALS	Page: 1 of 1
		Effective Date: 11-30-18
		Retires Policy Dated: 09-27-11
		Previous Versions Dated: 12-01-09; 04-20-99; 01-01-93

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 Affiliation 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 facilities with appropriate guidelines regarding the approval of facility developed Human Resources manuals, policies and procedures.

III. POLICY:

It is the policy of Tenet to assure that facility-prepared Human Resources manuals, policies and procedures that are applied to employees be reviewed before being put into use, to assure compliance with legal standards and Tenet policies.

IV. PROCEDURES:

A. Human Resources

1. Human Resources Directors must submit all policies, procedures and manuals developed in the facility for use in Human Resources to the VP, Labor Relations for review and approval.
2. Upon approval by the VP Labor Relations, policies, procedures and manuals may be put into use in the facility.
3. Upon approval, the manuals, policies and procedures must be adopted by the governing body of the facility, with such approval recorded with signatures.

B. 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 laws.

¹Prior to June 3, 2013, the policy number was HR-114.