	Human Resource Policy Employee Relations & Workplace Expectations	No. HR.ERW.07¹
	Title: OFF-DUTY ACCESS	Page: 1 of 2
		Effective Date: 11-30-18
		Retires Policy Dated: 09-14-12
		Previous Versions Dated: 09-27-11; 06-01-10; 04-01-03; 04-19-00

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 an Affiliate either manages or controls the day-to-day operations of the facility (each, a “Tenet Facility”) (collectively, “Tenet”).

II. PURPOSE:

This policy outlines the Tenet Facility’s guidelines regarding access to the Tenet Facility’s property by off-duty employees.

III. POLICY:

Access to Tenet Facility property by off-duty employees is permitted except as expressly prohibited by this policy.

IV. PROCEDURE:

A. Facility Human Resources

1. Monitor compliance with this policy.
2. Provide direction and guidance to supervisors in enforcing this policy.
3. Contact VP, Labor Relations regarding interpretation or application of this policy.


C. Supervisors

If you observe any violation of this policy you should immediately contact Human Resources at your facility.

D. Employee

1. Off-duty employees are not allowed to enter or re-enter the interior working areas of the Tenet Facility or any work area outside the Tenet Facility except to visit a patient or to receive medical treatment.
2. An off-duty employee is defined as an employee who has completed his/her assigned shift.

¹Prior to June 3, 2013, the policy number was HR-115.

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E. 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.

*This policy may not apply, in part or in its entirety, to employees covered by a collective bargaining agreement. Those employees should consult their facility HR leader to determine the impact, if any, of their collective bargaining agreement on this policy.