



PERSONNEL MANUAL

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INTRODUCTION

The mission of San Juan Bautista School of Medicine is to prepare primary physicians and other health professionals that can come across efficiently in the course of treatment and caring of their patients, teaching, investigating or combining all.

For such reason, our goal is to recruit and retain the most capable and competent personnel to render the quantity and quality of services that our Institution requires.

At the same time, it is policy of our Institution, to fully comply with actual labor laws, federal as well as local, that govern the educational services area and with those that provide equal opportunities of employment.

This Personnel Manual has been designed to comply with the aforementioned and give you, the employees of San Juan Bautista School of Medicine, direction in relation to your duties, responsibilities and privileges. In addition, to help Deans, Directors and Supervisors interact with their employees and subordinates and to acquaint all personnel of the basic conduct rules that our Institution requires so that their tasks and responsibilities are carried out with a high degree of productivity, motivation and professionalism. We will only reach established goals if we can count on the firm and loyal cooperation of our fellow workers.

It is therefore, with these guidelines that we trace our course.

Vision

To hold a leadership position among the surveyors of quality education in community medicine and primary care to support and strengthen the efforts of state and local governments in improving the health conditions and access to care to urban and rural communities.

Mission

We are committed to educating a culturally and linguistically diverse generation of physicians and other health professionals. Graduates will have the knowledge, skills, values, and competence to pursue career options in medicine, public health and nursing, deliver high quality care services, and conduct clinical research. The school's special interest is centered on community health, conducting research on translational community medicine, and on graduating physicians and other health professionals who are responsive to the health needs of underserved and medically vulnerable populations.

Goals and Objectives

1. Provide a medical education for the 21st century, with graduates well-trained in integrated and team-based care, ethics, and outcome standards to optimally manage the care of individuals and entire communities.
2. Integrate the disciplines of medicine and public health in medical education to enhance the connection between prevention, promotion and treatment of disease and improve population health.
3. Cultivate translational research by creating collaborative alliances among basic scientists, clinical faculty and community practitioners.
4. Maintain and enhance the use of information technology as a tool for teaching, research, performance measurement, and enhancing communication within the school of medicine and surrounding communities.
5. Continue to reinforce the diverse network of clinical settings for clerkship rotations and hands-on training to strengthen students' clinical skills, cultural competency and health systems management.
6. Maintain an institutional environment that is conducive to and supportive of inter-professional education, research, academic freedom, life-long learning, and a culture of quality improvement.

7. Recruit and retain outstanding, culturally and linguistically diverse faculty, students and staff and recognize their contributions to the school of medicine.
8. Enhance the school's image as an institution committed to advance community medicine, excellence in primary care, public health and nursing.
9. Continue to manage the school resources with fiscal responsibility and explore new avenues to expand funding sources.
10. Develop a system to accurately evaluate measurable outcomes of medical education, public health and nursing.
11. Enhance efforts to keep-on attracting students from diverse backgrounds and create partnerships in order to increase diversity among applicants.

General Statement

The San Juan Bautista School of Medicine manual sets clear and precise guidelines, so that all personnel of the Institution, Deans, Directors and Supervisors use it in a practical way. This manual not only establishes the policy of the Institution as to all aspects of relations between the employer and the employee, but it also indicates how the policy should be administered. Therefore, each Dean, Director and/or Supervisor should use this manual as a guide when any personnel rule has to be applied in a specific situation.

The idea of the consistent application of the personnel policy means that all the employees will be treated equally. Accomplishing this is a step of great importance in maintaining the harmony that shall exist in all relations between the Administration and the employees.

The rules and procedures of personnel included in this manual will be valid and will be the guide for all performances until any changes are made to these rules, as a result of the growth, social-economic change or change in Federal or State laws.

Any change will be held only after studying the benefits or advantages that those rules can bring. The impact on personnel, changes in responsibilities to Deans, Directors and/or Department Supervisors and to employees of the Institution in general, will also be taken into consideration.

When these changes occur, and are approved by the Board of Trustees of the Institution, appropriate changes are made to this manual.

Definition of Terms

1. Institution – San Juan Bautista School of Medicine
2. Board of Trustees- Governing Board of the Institution
3. President of Board of Trustees – The highest position on the Board of Trustees
4. President/Dean of the School of Medicine – The highest-ranking officer of the Institution
5. Academic Dean - Officer in charge of the Academic program of the Institution and of professors
6. Dean of Administration - Officer in charge of the administrative and Human Resources area of the Institution. Guidance to other officers and employee in relation to personnel.
7. Supervisor - Member of Administration that in one of the levels of the Hierarchy supervise personnel.
8. Employee – All personnel of the Institution that receives a salary for a job performed.
9. Temporary employee - Person employed for a specific period of time
10. Part-time employee - An employee that works only part of a work-week or part of day.
11. Probationary employee - A six-month (6) probation period of an employee hired to a regular position, or a twelve month (12) probation period for an executive position.

12. Regular employee - An employee who has approved satisfactorily the probation period and has been appointed regular employee.
13. Full time - An eight (8) hour shift during any 24-hour consecutive period
14. Promotion - The advancement of an employee's rank or position from one position to another with a higher pay rate
15. Demotion - the lowering down of the status, salary and responsibilities of an employee
16. Lay-off - Separation from work of an employee due to lack of work, reorganization of the Institution or any other reason that doesn't have to do with performance of the employee
17. Dismissal- the termination of employment against the will of the employee, though such a decision can be made for a variety of reasons ranging from an economic downturn to performance-related problems on the part of the employee.
18. Suspension - Separation from work and salary of an employee for a period of time due to a violation of the rules established.
19. Resignation - Voluntary and definite separation of an employee from a held position
20. Remuneration - Salary received by an employee for the services rendered to the Institution.

Recruiting Procedure and Employee Selection

No Discrimination Policy

To implement the policy of considering impartiality on every person that solicits employment and to select the most capable individual for each position; San Juan Bautista School of Medicine, its programs and auxiliary enterprises adopted the following measures to prevent violation of the federal and state Equal Opportunity Employment Act.

- A. No limits or employment requirements will be established based in sex, age, religion, race, color, national origin, disability, political preferences, marital or familial status.
- B. It will not be required for those that fill-out an employment application, to submit a birth certificate or photo before they are recruited or selected.
- C. No employment will be denied to a person qualified for a position, due to sex, age, religion, race, color, national origin, disability, political preferences, marital or familial status.
- D. Diversity is embraced in its broadest forms, encompassing and exploring the dimensions of racial and ethnic diversity, also gender, gender identity, religion, sexual orientation, disability and socio-economic background.

Job Openings

Our Institution policy, is to use the knowledgeable and skilled employees to cover vacant positions that come up, through transfers or promotions of regular personnel trained to fill them.

If among the regular staff there is no candidate apt or interested in filling the vacancy, temporary employees can be considered or candidates from outside de Institution can be recruited.

Recruitment and Selection

When there is a need to cover a permanent or temporary position, the Department or Office Supervisor will request it in writing to the Dean of Administration and Human Resources, for corresponding action.

If the request is approved, candidates from the following sources can be recruited.

- A. Employees of the Institution (regular or temporary)
- B. Job applications filed at the Institution
- C. Advertisement placed in newspapers
- D. Schools or Universities
- E. Employment Service from the Department of Labor and Human Resources.

The Dean of Administration and Human Resources will analyze the applications and will select at least the three most qualified candidates among the ones that have the requirements based on educational level and experience.

To determine the basic proficiency of a position, written or verbal tests can be administered when in need to determine the ability or knowledge of specific matters. The tests must have relation to academic, technical or clerical requirements of the job.

Employment candidates will be required academic evidence, licenses, reference letters and any other relevant document.

Investigation Related to Candidates:

Employment references will be verified, with those listed as previous employers and/or personal references.

Any false declaration in the employment application will be reasonable cause for immediate separation from the position.

Appointments

Note: Faculty must read the Faculty Manual for information on Appointment, Evaluation and Dismissal procedures.

Regulation

Before starting to work, the person selected must be authorized by the Dean of Administration and Human Resources, once his appointment has been approved and signed by the President/Dean of the Institution.

Procedure

1. For the appointment of temporary employees, a contract will be issued specifying, among other things, the duration of the services agreed.
2. While the appointment is in probationary period, the candidate selected should fill-out and turn in to the Dean of Administration and Human Resources the forms and documents required by law such as: Withholding Exemption Certificate; Form I-9 of the Immigration and Naturalization Service Department of the United States of America and submit the professional licenses that are required by law to certain professional and technical employees.
3. The Dean of Administration and Human Resources will send the necessary documents to the Finance Office to include the employee in payroll.
4. When the employee receives the permanent appointment, the appropriate documents in order to be included in the Health Insurance Plan should be completed and when the copy of the Personnel Manual is handed by the Dean of Administration and Human Resources, the employee must sign as 'received'.

5. The employee's files are confidential and are under the custody of the Dean of Administration and Human Resources, who controls the access.

New Employees Training

Institutional

It is our policy, that all new employees have the opportunity to be acquainted with the Institution and the work environment, and to promote the sense of loyalty and belonging of the Institution.

For such reason, the Dean of Administration and Human Resources train the new employees about salaries, pay day, holidays, fringe benefits and other working conditions. In addition, the ID card is given to the employee and it should be used at all times when in the Institution facilities. Same rule applies for those who have professional services agreements.

Probation Period

Everyone hired to a regular position, will be subject to a probation period of up to months. Performance should be carefully assessed in order to determine if he/she is able to carry-out the corresponding duties of the position held and should be retained as a regular employee. This trial period is the final stage and the most important of the recruitment and selection process.

Upon completion of the first 60 days of appointment, the Dean of Administration and Human Resources provides the immediate Supervisor a form 'Evaluation of Employees in Probationary Period'.

The form should be filled out and turned in to the Dean of Administration and Human Resources within the next twenty (20) days, but it must have been reviewed and analyzed with the employee concerned.

Any employee who satisfactorily approves the probation period will become a permanent employee.

Job Classification and Remuneration

The policy of the Institution on remuneration and classification is based in the principle of equal pay for equal work. Through evaluation of the different positions, the relative value when compared with all other positions within the Institution is determined. This allows all employees with similar positions and responsibilities and those who require training and comparable experience to have corresponding remuneration.

Evaluation of Job Performance

Regulation

It is the responsibility of each supervisor to train the subordinates so that they can carry-out their duties efficiently and safe. In doing so, they should be evaluated annually.

This evaluation is an adequate mean to determine if the performance of the employee's duties is satisfactory and deserves acknowledgement and revision of the salary. On the contrary, if established that the employee is not fulfilling her duties and responsibilities of the position held and of other conditions; to determine if guidance, training, relocation or a corrective measure is needed.

Procedure

All employees shall be evaluated annually; on the anniversary date of their appointment. The Dean of Administration and Human Resources will be in charge of sending the 'Employee Evaluation Form'.

All evaluations shall be performed using as a guide a list of duties of the position held by the employee, copy of which the employee must have and know.

Once, the evaluating supervisor has completed the form, it should be discussed with the employee and the employee must sign it as evidence that the opportunity has been granted. Signing the form does not imply acceptance.

When the Dean of Administration and Human Resources receives the evaluation, he reviews and signs the form, specifying his approval or disapproval.

In this stage, any employee as well as supervisor who disagree will be entitled to a hearing to sustain his query.

Working Hours

Regulation

1. The regular working period is 8 hours a day, in a twenty-four-hour period from the time the employee begins his work day.
2. The regular weekly working hours are forty (40) hours.
3. The normal lunch period is one (1) hour; to start between the fourth and fifth hour of work. Nevertheless, by mutual agreement between the Institution and the employee, it can be only half (1/2) hour. The Dean of Administration and Human Resources will be in charge of evaluation and approval of such agreement.
4. All employees are granted a rest period (break period) of fifteen (15) minutes in the morning and in the afternoon, after the first hour of work. These rest periods are coordinated according to service needs and are to be taken within the Institution facilities. Rest time periods are not cumulative.

Procedure

Each Supervisor is responsible to register the daily assistance of each employee, including starting time, lunch time (in and out) and departure time of the work day.

The employees who register work periods with a time clock should keep the time-card where assigned. No employee is authorized to remove a time card from the card holder unless authorized by a Supervisor.

Hours assigned as rest periods will be:

- a. Morning period – between 9:00am and 10:30am.

- b. Afternoon period – between 2:30pm and 3:30pm.
- c. Night period – will be determined by the Supervisor according to established rules.

Payment Method

All regular and in probation period employees in the monthly salary system will be paid twice a month; at mid-month a partial payment of half of the net salary; at the end of the month, the rest of the amount earned during the month. The paycheck that belongs to the end of the month will include in the check-stub a breakdown of the salary received and deductions made. Deductions are made according to the law, such as Income Tax, Social Security as well as any other deduction authorized by the employee to cover contributions or payment to the Health Insurance Plan, Cancer Insurance Plan, Associations or any other authorized by law.

Overtime

Regulations

Overtime is considered to be, the period of time required to be worked by the employee in excess of the eight (8) hours daily work-period or in addition to the forty (40) hour weekly period, holidays.

This does not apply to employees designated by the Minimum Wages Board in Law #13 (revised), such as Executives, Administrators and Professionals.

Procedure

Whenever an employee is asked to work overtime, there should be a written authorization from the Department or Office Head. The Supervisors are responsible of ensuring such authorization.

Vacation Leave

Vacation leave is the time off with pay granted to permanent employees that have earned the hours, so that they rest and replenish from the physical and mental exhaustion that work can cause.

The Supervisors shall prepare a vacation schedule, so that vacations are taken in an orderly manner, without affecting the tasks of each working unit. The Dean of Administration and Human Resources will approve the vacation plan of each department or office. Whenever possible, substitution of employees on vacations should be avoided. When authorizing vacations, the employees' preferences can be taken into consideration but more importance should be given to the Institutions' needs.

All employees accrue vacation leave at a rate of two (2) days per month when worked at least 115 hours after the probationary period of ninety (90) days; that is twenty-four (24) days in a year. All employees' who approves the probationary period will accrue vacations from the day of his appointment.

Vacation Leave should be taken after earned. However, when an employee can't use the vacation leave due to the Institution needs or extraordinary circumstances they can be added to the current year vacations accrued and enjoy all of the days the next year.

Days officially confirmed as Holidays will not be charged against vacation but will be added to them.

Employees will request vacation leave in the form 'Vacation Application' thirty (30) days prior to the day the employee wants to begin the leave. If interested in receiving the corresponding payment for vacation time before leaving, a written request must be submitted through the Supervisor to the Dean of Administration and Human Resources.

When an employee stops working at the Institution, vacation accrued and not used is paid.

Sick Leave

Regular employees accrue sick leave at a rate of (1.5) days per month based on not less than 115 hours worked from the end of the probationary period of 90 days. That is 18 work days.

Sick leave can accrue up to thirty six (36) days and should be used exclusively when the employee is sick.

In cases of extended illness, once the sick leave is depleted, the employees can use the vacation days accrued.

Employees that will be absent due to illness shall make arrangements and notify the Supervisor prior to absence if predictable, or during the first hour of the first day of absence, counting from the time that you normally start your shift. The purpose of this is to take the necessary measures to have another employee do the tasks of the absent employee.

The employee that reports sick for two (2) days or more shall bring a medical certificate to be given to the Supervisor upon reporting to work shift.

Maternity Leave

All expecting employees have the right to four (4) weeks before delivery date and four (4) weeks after. During such period the employee will receive her salary payment before leaving on Maternity Leave.

If delivery happens before pre-natal rest, the employee can extend the post-partum rest for a period equivalent to the one she missed during her pre-natal period.

The employee has the option of:

1. Enjoy up to four (4) weeks of pre-natal rest or just the last week before expected delivery date.
2. Add the weeks of pre-natal rest not used to the post-partum rest period.

3. Return to work two (2) weeks after delivery date.

To reduce pre-natal rest to a week or post-partum rest to two weeks, the employee must show by means of a Medical Certificate that she is apt to work. In such case, it is understood that the employee relinquishes the balance of the Maternity Leave to which she has a right.

When the delivery date is erroneously calculated and the employee uses the four (4) weeks of pre-natal rest without having delivered, she will have the right to extend the pre-natal period receiving her full salary up to the date of delivery. In this case, the employee will keep the right to enjoy the four (4) weeks of post-partum rest after the delivery date.

If an employee has a miscarriage she can claim the same benefits as an employee who has a normal delivery, as long as her physician certifies that the miscarriage caused the same physiological effects that regularly occur as a consequence of labor.

If there is a complication after delivery or miscarriage that prevents the employee from reporting to work after the post-partum or postmiscarriage rest period, the Employer is required to extend such period up to twelve (12) additional weeks, once certified by the physician. In such case she has no right to receive compensation for the additional period of rest, but the employment will be reserved for her. The employee can opt to use the sick leave approved. If all the sick leave hours are used and she continues disabled, she can request vacation leave.

The employee must complete the form 'Leave Application' indicating that it is a Maternity Leave, at least thirty (30) days prior to 'Leave' date. After it is signed by her Supervisor it is sent to the Dean of Administration and Human Resources together with a medical certificate that states the expected delivery date, the date that the employee should start the prenatal rest period and in addition, that the employee is apt to work up to such date.

Funeral Leave

To have the right to Funeral Leave with pay due to death of a family member, the employee must proof death and family relation up to the Institution satisfaction. This applies to father, mother, spouse and descendants. This leave is for two (2) days and is authorized with payment if recommended by the immediate supervisor and approved by the Dean of Administration and Human Resources.

Other Leaves

In addition to the leaves mentioned, the Institution grants leave without pay in the following cases:

1. Military or Veteran's Leave
2. Sports Leave
3. Jury Duty Leave
4. Others established by law.

While being in leave without pay status, the employee is not eligible to enjoy fringe benefits granted by the Institution. However, the employee can continue with the Health Plan and other benefits determined by the Institution if total amount of premiums is paid by the employee.

Maximum term to be granted on account of such licenses will be according to those established by the law.

Christmas Bonus

The Christmas Bonus is granted under the provisions of Law 148, adopted on June 30, 1969, as amended, which provides as follows:

Every employer who employs one or more workers within a twelve (12) month period from October 1st of the calendar year to September 30th of the subsequent year, is required to give each employee that has worked seven hundred (700) hours or more, or one hundred (100) hours or more, in the case of dock workers, within the established period, a bonus equal to 2% of the total salary, up to a maximum of \$10,000.00, earned within such period of time.

Resignation and Separation

An employee can resign to his job at the Institution, voluntarily or as a result of an action taken by the Administration.

Resignation

An employee, who decides to resign to his job position, must do it in writing giving the reason to do so, and turn the letter to his immediate Supervisor or to the Department or Office Head. Such decision should be notified at least fifteen (15) days prior to the day it will take effect. It is the Supervisor's responsibility to send the communication immediately to the Dean of Administration and Human Resources.

Whenever an employee resigns, the supervisor should schedule a final interview with the concerned employee in order to determine what motivated the decision taken. The supervisor will prepare a report that will be sent to the Dean of Administration and Human Resources in conjunction with the resignation letter.

All employees who resign to their jobs receive payment for vacation accrued, salary up to the last day worked and the Christmas Bonus if applicable by law. Sick leave accrued is canceled at the time of separation of the employee from the Institution.

When an employee, while in leave without pay resigns to his job after his leave is over, the effective date will be the last day that he was in leave. However, if the employee resigns before the date when the leave will be exhausted, effective date will be when the resignation letter was submitted.

Job Abandonment

It is established that a worker has abandoned the job when an employee is absent for five (5) consecutive days or more, or doesn't report to work after any leave of absence is over, without notifying his Supervisor or the Dean of Administration and Human Resources.

In such cases, the employee will be separated from his position, and will proceed with payment to which the employee is entitled.

Involuntary Separation

Involuntary separation of an employee from the position held usually is the result of one of the following:

1. Violation of the rules of the Institution, which includes dismissal as disciplinary action.
2. The inability to perform the duties required by the position held due to physical disability or prolonged illness that extends for six (6) months or more or absences due to job accidents that extend for over twelve (12) months.
3. Inefficiency in the performance of his/her duties.
4. Personnel reduction.

In case that an involuntary separation is determined to be a dismissal without a justified cause as established by Law 80 of May 30th, 1976; the Institution will pay, in addition to the salary due, an indemnification equal to one month salary and an additional progressive compensation equivalent to one week salary per year of the employee's service to the Institution.

Faculty Dismissal Policy follows

FACULTY DISMISSAL POLICY

The San Juan Bautista School of Medicine (SJBSM) is committed to promote the well-being of faculty through teaching, research, and service, furthered by the intellectual integrity and professional honesty of faculty members mindful of their rights and responsibilities. It is essential to sustain an environment of mutual trust and respect needed for impartial investigation of alleged violations of policies related to faculty conduct; due process; and, when necessary, disciplinary action up to and including cause for dismissal. Discipline, dismissal, or the threat of either action, it not be used to restrain faculty members in their exercise of academic freedom.

The faculty's privileges and protections, including that of tenure, rest on the mutually supportive relationships among the faculty's special professional competencies, its academic freedom, and the central functions of the SJBSM.

A. Confidentiality

All proceedings and records with regard to disciplinary action or dismissal for any cause must kept confidential to the degree permitted by the law.

B. Notification

In matters involving minor discipline, serious discipline or dismissal, a notice will be sent to the faculty member through an official letter, with a courtesy copy by mail to the address of record.

C. Grounds for Discipline

Disciplinary actions are divided into two general categories: minor discipline (M) and serious discipline (S).

1. Types of Discipline

- a) **Minor discipline:** Occurs when a faculty member performs an unacceptable action in the workplace that have a relatively minor impact on the institution good practice but still require intervention. Each case will be evaluated and action will be taken according to the cause.
- b) **Serious discipline:** Occurs when a faculty member performs an act of misconduct of a more serious nature that significantly impact the institutional good practice and can harm the institution, faculty, students, and staff (including administration).

Serious discipline includes suspension with or without pay, temporary or permanent reduction in appointment. A suspension without pay may not exceed six months. In seriously cases of wrongdoing, or where attempts at discipline have not successfully remediated, the faculty member may be dismissed for cause. Refers to the grounds for discipline.

Holidays

The following days are considered Holidays for employees of our Institution and employees are not required to work on such days, subject to any law amendment later approved.

Date	Holiday
January 1	New Years
January 6	Three Kings Day
Third Monday on January	Martin Luther King- Birth date
Third Monday on February	All Presidents Day
March 22	Abolition of Slavery Day
Floating	Holy Friday
Last Monday on May	Memorial Day
July 4	U.S. Independence Day
July 25	Commonwealth of Puerto Rico
First Monday on September	Labor Day
October 12	Discovery of America Day
November 11	Veterans Day
November 19	Discovery of Puerto Rico
Fourth Thursday on November	Thanksgiving Day
December 25	Christmas Day

In the case that a Holiday falls on Sunday, it will be observed the following day.

Due to urgent needs, any employee might be required to work on a legal Holiday; in such case the employee has the right to be paid at overtime rate of one and one half (1 ½) pay for hours worked.

Trainings

All employees have equal opportunities as to participate in training programs designed to better his/her skills and knowledge in his/her specific work area.

The training program is a continuous process that includes newly hired personnel as well as regular employees.

When new procedures and new technology comes up, or when new equipment is purchased, the concerning personnel should be properly trained. This way, their skills are updated in order to yield better work.

Safety

It is the Institution's responsibility to assure each employee that working conditions are safe and healthy. With that aim, the Institution must meet all the safety requirements prescribed by the federal law known as Occupational Safety and Health Act (O.S.H.A.); with State Health and Safety Workers Law in Puerto Rico and with rules adopted by Secretary of Labor and Human Resources. The Institution must:

1. Provide the necessary facilities and procedures to take immediate care of any accidents that occur at work place.
2. Investigate as soon as possible the cause of the accident and take the necessary measures to avoid recurrence.
3. Report all accidents and illnesses related to work to the State Insurance Fund.
4. Watch over so that safety and health levels are kept at its best and occupational risks are reduced to the minimum.

It is the responsibility of all employees to inform the supervisor of any risk or situation that should be corrected. Negligence in reporting a dangerous condition or intentional cover-up constitutes reason for disciplinary action.

In order to maintain a safe and healthy environment for all personnel, students and visitors, the Institution has a Safety and Sanitation program that covers the following aspects.

1. Regulations and Safety Rules
2. Plans for internal and external disaster.
3. Regulations for environmental sanitation

The Safety and Sanitation Committee is responsible of implementing and promoting the program.

GENERAL STIPULATIONS

1. It is the Institution's objective to train the personnel so that they become a stable, efficient and happy team.
2. It is imperative that all employees work as a team in harmony, for the benefit of the University population, of all other people that visit our Institution and for their own satisfaction.
3. All Supervisors must encourage employees and stimulate them so that they submit suggestions, ideas and criticisms with the intention to improve the administration of the Institution.
4. All employees are required to strictly observe the existent conduct and labor rules, work schedules and service requirements as well as to keep a blameless conduct within the Institution, ensuring to honor the good image and reputation of the Institution within the community.
5. All employees must maintain the basic standards of personal hygiene and sobriety in the way they dress, necessary for the Institution to

develop and maintain before the community a serious, formal and respectful image.

6. The Institution provides all employees an ID card that they should wear at all times in a visible place, preferably on the left superior side of the attire.

The Institution doesn't influence or take part in the political affiliation of its employees, since it is a decision that should be made by each individual. However, the nomination of a staff member to occupy a political position will create a situation that will prevent the person from committing the necessary time to perform his/her duties in the Institution. For such reason, the concerned employee shall inform his/her intention to the Dean of Administration and Human Resources, in order to evaluate the case and take the necessary measures.

7. The Supervisors shall ensure that employees do not use any type of license for different purposes than granted.
8. Disciplinary actions will be taken towards any employee who misuses any license.
9. Employees will accrue sick leave and vacation leave during the time that they are on any type of leave with salary, provided they return to provide service. Leave accrued will be credited when the employee returns to work.

General Work Rules

The Rules of conduct are established in order to help employees trace the course of their jobs so that they can perform up to their satisfaction, the Institution's, the students and other workmates; they should be carefully read and make sure that they are fully understood.

This Rules of Conduct must be followed accurately to grant a structured and safe work environment that allows us reach our goal of excellent service. If there are any doubts or questions, please contact the Dean of Administration and Human Resources, who will gladly explain.

1. Comply with work schedule assigned or to be assigned in the future. Unjustified or excessive tardiness or absences are not allowed.
2. Being absent from work for two (2) or more consecutive working days without notifying the immediate Supervisor will be considered abandonment of work.
3. Medical Certificate is required in case of sick leave of three (3) or more days.
4. Call and notify your Supervisor as soon as possible in case of unforeseen absences or tardiness.
5. Work overtime whenever required and authorized by your immediate Supervisor.
6. Employees must register their attendance daily when in and out of their work as well as at the commencement and end of taking off the food period.
7. No employee will begin to work prior his/her regular work shift or will work after his work day schedule is over, or during his/her food intake period, except when required and authorized.
8. No employee is allowed to punch another employee's time card.
9. During business hours it is not allowed to ask for funds and/or membership of any organization or buy or sell any goods or services other than those that are part of or are related to your work.
10. Do not post, distribute or remove any notices or flyers without written authorization of an authorized officer of the Institution in the work areas.
11. Do not engage in political, religious or any other type of activities, in or during working hours in the facilities of the Institution without proper authorization.

12. Non-employees or non-authorized persons are allowed to remain in work units; including spouse, parents, children and other family members or relatives of our employees.
13. Employees are not allowed at all, to be in non-authorized areas or restricted areas, during working hours as well as during off-hours.
14. Eat only in designated areas.
15. Keep your work area and equipment completely ordered and clean.
16. Care for, protect and respect the property of the Institution, students, employees and others.
17. Do not keep, possess or remove equipment, documents or articles that are property of the Institution.
18. Observe proper behavior and respect towards your supervisor, fellow workers, students and visitors.
19. Provide efficient service, respect and courtesy to students and visitors.
20. Solve conflicts that may arise at work, observing always a respectful and correct conduct, avoiding instigation with the use of suggestive, improper or obscene language that might lead to fights or disturb peace.
21. Do not go to work or be in the Institution under the influence of alcohol and/or drugs as defined by law.
22. Do not carry, use or store fire arms or other artifacts regulated by the law to the Institution, without having proper authorization of the corresponding court, as well as written authorization from the President of the Institution.

23. Do not disclose or provide official or confidential information related to the Institution, students or employees without being authorized by your immediate Supervisor.
24. Do not execute or intent to execute fraud, embezzlement or any other public offense against the Institution.
25. Comply with the Health and Safety rules established by law and by the Institution Administration.
26. Comply with all the laws and rules in effect and applicable to the Institution.
27. Show interest and sense of responsibility in carrying out your duties and responsibilities.
28. Use the communication services of the Institution such as telephones, faxes and mail for official purposes only.
29. Do not accept gifts or payments from any person to grant privileges or favors.
30. Take care of the personal appearance and dress properly. If you use uniform keep same clean and in good condition.
31. Supervisors on any level are strictly forbidden to sexually harass other employees. Sexual harassment from one employee to another is also forbidden. Sexual harassment is understood to be: sexual approaches, request of sexual favors or any other verbal or physical conduct of sexual nature that interferes substantially with the job performance of an employee; or when rejection or acceptance of the sexual harassment is used to make decisions that affect the persons employment.
32. You must turn-in to your Supervisor any article, object or money found in the premises of the Institution.

Note:

The rules above listed are not exhaustive. There are other actions that involve the imposition of disciplinary action, including dismissal of an employee at the discretion of the Institution. Whenever an employee commits an act that might be detrimental to the interests of the Institution, its employees, students and visitors; the most appropriate disciplinary action will be taken.

Disciplinary Procedure and or Dismissal

The disciplinary procedure of the Institution is of rehabilitative philosophy which seeks that the employee corrects his/her behavior and adjusts to the rules established.

When the need arises to apply corrective measures to an employee who fails to comply with established work rules, the Supervisor should take preventive measures that he considers adequate, such as verbal reprimands. If situation continues, the employee will be given a written notification. These communications will become part of their personal file under custody of the Dean of Administration and Human Resources.

In those cases that the possibility of disciplinary actions might apply, where the penalty might result in separation of employment and salary or destitution of an employee, the following procedure will apply.

The Dean of Administration and Human Resources will investigate within ten (10) days from the date he officially knew of the deeds and will submit to the President/Dean of the Institution his recommendation to proceed or not proceed with the disciplinary measure.

If the disciplinary measure proceeds, he will prescribe, through written notice, the charges and will notify advising the right to an informal administrative hearing within fifteen (15) labor days from the date he/she received the notification of the charges. In the hearing the affected employee will have the right to show the proof that he understands is necessary. After the hearing or past the fifteen (15) days without the employee soliciting the

hearing, the Dean of Administration and Human Resources will make the corresponding recommendation to the Dean/President who will make the decision she understands convenient.

In those cases of misuse of funds or when there are reasonable grounds to believe that there is a real danger to health, life or moral of the employees or the community that we serve, the employee may be separated from work and salary before the administrative hearing.

Regulations and Corrective Actions

Regulations	1st Time	2nd Time	3rd Time	4th Time
1. To be tardy four (4) or more days in a month	Written Warning	5 days suspension from work and salary	10 days suspension from work and salary	Dismissal
2. Not punching your time card in and out of work.	Oral Warning	Written Warning	5 days suspension from work and salary	Dismissal
3. Absent for two (2) days or more without notifying the Supervisor.	Written warning and salary deduction	10 days suspension from work and salary	Dismissal	-

4. Absent from work area during working hours without prior notification to the immediate Supervisor.	Oral Warning	Written Warning	5 days suspension from work and salary	Dismissal
5. Refusal to work outside of regular working hours when required without a reasonable cause for the Supervisor.	Written Warning	5 days suspension from work and salary	Dismissal	-
6. Punch or change the attendance time card of another coworker.	5 days suspension from work and salary	Dismissal		
7. Asking for funds or memberships of any organization; buy or sell any goods or services other than those that are part of or related to your work.	Oral Warning	Written Warning	10 days suspension from work and salary	Dismissal

<p>8. Posting, distributing or removing any notices or flyers at work-areas without written authorization of the Institution</p>	<p>Oral Warning</p>	<p>Written Warning</p>	<p>5 days suspension from work and salary</p>	<p>Dismissal</p>
<p>9. Carry-out political, religious, or any other activities in the Institution's facilities during or after working hours</p>	<p>Oral Warning</p>	<p>Written Warning</p>	<p>5 days suspension from work and pay</p>	<p>Dismissal</p>
<p>10. Persons not employed by the Institution or without authorization are not allowed at the units of work. Spouse, parents, children, and other family members of the employee are included.</p>	<p>Oral Warning</p>	<p>Written Warning</p>	<p>5 days suspension from work and salary</p>	<p>Dismissal</p>
<p>11. Carry out or engage in issues, activities or businesses that may be conflictive with the Interests of the Institution.</p>	<p>Dismissal</p>	<p>-</p>	<p>-</p>	<p>-</p>

12. Eating or smoking at work area during working hours or after hours.	Oral Warning	Written Warning	5 days suspension from work and salary	-
13. Care for, protect and respect the property of the Institution, students, employees and others.	Dismissal	-	-	-
14. Do not keep, possess or remove equipment, documents or articles that are property of the Institution.	Dismissal	-	-	-
15. Observe proper behavior and respect towards your supervisor, fellow workers, students and visitors	5 days suspension from work and salary	10 days suspension from work and salary	Dismissal	

16. Abusive, inappropriate or, obscene language, fights, immoral or incorrect conduct.	Dismissal	-	-	-
17. Going to work under the influence of alcohol or drugs.	Written Warning	5 days suspension from work and salary	Suspension; Employee will proceed to a rehabilitation program.	Dismissal
18. The use (except with medical prescription) in the facilities or outside of the facilities of the Institution, of controlled substances as defined by law.	5 days of suspension and work and salary and employee must proceed to a Rehabilitation program.	Dismissal	-	-
19. Carrying, using or storing firearms or other artifacts regulated by law, to the Institution without having proper authorization from the corresponding court and written authorization from the President of the Institution.	Written Warning	10 days suspension from work and salary	Dismissal	

20. Disclose or provide official or confidential information related to the Institution, students or employees without being authorized by the Administration.	Dismissal	-	-	-
21. Executing fraud or intent to execute fraud, embezzlement or any other public offense against the Institution	Dismissal	-	-	
22. Comply with all laws and regulations that apply to the Institution, including the Health and Safety regulations.	Oral Warning	Written Warning	5 days suspension from work and salary	Dismissal

23. Comply with verbal instructions given by your supervisor. No Challenging of authority.	5 days suspension from work and salary	10 days suspension from work and salary	Dismissal	-
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<p>24. Encouraging or advising other employees to insubordination or disobeying orders from their Supervisor or not to perform their tasks or duties.</p>	<p>Written warning</p>	<p>5 days suspension from work and salary</p>	<p>10 days suspension from work and salary</p>	<p>Dismissal</p>
<p>25. Not showing interest or sense of responsibility in carrying out their work</p>	<p>Oral Warning</p>	<p>Written Warning</p>	<p>10 days suspension from work and salary</p>	<p>Dismissal</p>
<p>26. Use communication services of the Institution such as telephones, faxes, internal and external mail for unofficial purposes (personal)</p>	<p>Oral warning</p>	<p>Written Warning</p>	<p>5 days suspension from work and salary</p>	<p>Dismissal</p>

27. Soliciting or accepting gifts or remuneration from any person in exchange for granting privileges or favors	-	-	-	-
28. Take care of your personal appearance and dress properly	Oral Warning	Written warning	5 days suspension from work and salary	Dismissal
29. It is strictly forbidden that Supervisors at any level harass their subordinates or co-workers. Sexual harassment from one employee to another is also prohibited	Dismissal	-	-	-

Note: There are other actions that involve the application of disciplinary measures including dismissal of an employee at the discretion of the Administration.

Revised: 2019

Approved: Yocasta Brugal, MD
President/Dean

In such cases, the employee will be separated from his position, and will proceed with payment to which the employee is entitled.

Involuntary Separation

Involuntary separation of an employee from the position held usually is the result of one of the following:

1. Violation of the rules of the Institution, which includes dismissal as disciplinary action.
2. The inability to perform the duties required by the position held due to physical disability or prolonged illness that extends for six (6) months or more or absences due to job accidents that extend for over twelve (12) months.
3. Inefficiency in the performance of his/her duties.
4. Personnel reduction.

In case that an involuntary separation is determined to be a dismissal without a justified cause as established by Law 80 of May 30th, 1976; the Institution will pay, in addition to the salary due, an indemnification equal to one month salary and an additional progressive compensation equivalent to one week salary per year of the employee's service to the Institution.

Holidays

The following days are considered Holidays for employees of our Institution and employees are not required to work on such days, subject to any law amendment later approved.

Date	Holiday
January 1	New Years
January 6	Three Kings Day
Third Monday on January	Martin Luther King- Birth date

Third Monday on February	All Presidents Day
March 22	Abolition of Slavery Day
Floating	Holy Friday
Last Monday on May	Memorial Day
July 4	U.S. Independence Day
July 25	Commonwealth of Puerto Rico
First Monday on September	Labor Day
October 12	Discovery of America Day
November 11	Veterans Day
November 19	Discovery of Puerto Rico
Fourth Thursday on November	Thanksgiving Day
December 25	Christmas Day

In the case that a Holiday falls on Sunday, it will be observed the following day.

Due to urgent needs, any employee might be required to work on a legal Holiday; in such case the employee has the right to be paid at overtime rate of one and one half (1 ½) pay for hours worked.

Trainings

All employees have equal opportunities as to participate in training programs designed to better his/her skills and knowledge in his/her specific work area.

The training program is a continuous process that includes newly hired personnel as well as regular employees.

When new procedures and new technology comes up, or when new equipment is purchased, the concerning personnel should be properly trained. This way, their skills are updated in order to yield better work.

Safety

It is the Institution's responsibility to assure each employee that working conditions are safe and healthy. With that aim, the Institution must meet all the safety requirements prescribed by the federal law known as Occupational Safety and Health Act (O.S.H.A.); with State Health and Safety Workers Law in Puerto Rico and with rules adopted by Secretary of Labor and Human Resources. The Institution must:

1. Provide the necessary facilities and procedures to take immediate care of any accidents that occur at work place.
2. Investigate as soon as possible the cause of the accident and take the necessary measures to avoid recurrence.
3. Report all accidents and illnesses related to work to the State Insurance Fund.
4. Watch over so that safety and health levels are kept at its best and occupational risks are reduced to the minimum.

It is the responsibility of all employees to inform the supervisor of any risk or situation that should be corrected. Negligence in reporting a dangerous condition or intentional cover-up constitutes reason for disciplinary action.

In order to maintain a safe and healthy environment for all personnel, students and visitors, the Institution has a Safety and Sanitation program that covers the following aspects.

1. Regulations and Safety Rules
2. Plans for internal and external disaster.
3. Regulations for environmental sanitation

The Safety and Sanitation Committee is responsible of implementing and promoting the program.

GENERAL STIPULATIONS

1. It is the Institution's objective to train the personnel so that they become a stable, efficient and happy team.
2. It is imperative that all employees work as a team in harmony, for the benefit of the University population, of all other people that visit our Institution and for their own satisfaction.
3. All Supervisors must encourage employees and stimulate them so that they submit suggestions, ideas and criticisms with the intention to improve the administration of the Institution.
4. All employees are required to strictly observe the existent conduct and labor rules, work schedules and service requirements as well as to keep a blameless conduct within the Institution, ensuring to honor the good image and reputation of the Institution within the community.
5. All employees must maintain the basic standards of personal hygiene and sobriety in the way they dress, necessary for the Institution to develop and maintain before the community a serious, formal and respectful image.
6. The Institution provides all employees an ID card that they should wear at all times in a visible place, preferably on the left superior side of the attire.

The Institution doesn't influence or take part in the political affiliation of its employees, since it is a decision that should be made by each individual. However, the nomination of a staff member to occupy a political position will create a situation that will prevent the person from committing the necessary time to perform his/her duties in the Institution. For such reason, the concerned employee shall inform his/her intention to the Dean of Administration and Human Resources, in order to evaluate the case and take the necessary measures.

7. The Supervisors shall ensure that employees do not use any type of license for different purposes than granted.
8. Disciplinary actions will be taken towards any employee who misuses any license.
9. Employees will accrue sick leave and vacation leave during the time that they are on any type of leave with salary, provided they return to provide service. Leave accrued will be credited when the employee returns to work.

General Work Rules

The Rules of conduct are established in order to help employees trace the course of their jobs so that they can perform up to their satisfaction, the Institution's, the students and other workmates; they should be carefully read and make sure that they are fully understood.

This Rules of Conduct must be followed accurately to grant a structured and safe work environment that allows us reach our goal of excellent service. If there are any doubts or questions, please contact the Dean of Administration and Human Resources, who will gladly explain.

1. Comply with work schedule assigned or to be assigned in the future. Unjustified or excessive tardiness or absences are not allowed.
2. Being absent from work for two (2) or more consecutive working days without notifying the immediate Supervisor will be considered abandonment of work.
3. Medical Certificate is required in case of sick leave of three (3) or more days.
4. Call and notify your Supervisor as soon as possible in case of unforeseen absences or tardiness.
5. Work overtime whenever required and authorized by your immediate Supervisor.

6. Employees must register their attendance daily when in and out of their work as well as at the commencement and end of taking off the food period.
7. No employee will begin to work prior his/her regular work shift or will work after his work day schedule is over, or during his/her food intake period, except when required and authorized.
8. No employee is allowed to punch another employee's time card.
9. During business hours it is not allowed to ask for funds and/or membership of any organization or buy or sell any goods or services other than those that are part of or are related to your work.
10. Do not post, distribute or remove any notices or flyers without written authorization of an authorized officer of the Institution in the work areas.
11. Do not engage in political, religious or any other type of activities, in or during working hours in the facilities of the Institution without proper authorization.
12. Non-employees or non-authorized persons are allowed to remain in work units; including spouse, parents, children and other family members or relatives of our employees.
13. Employees are not allowed at all, to be in non-authorized areas or restricted areas, during working hours as well as during off-hours.
14. Eat only in designated areas.
15. Keep your work area and equipment completely ordered and clean.
16. Care for, protect and respect the property of the Institution, students, employees and others.

17. Do not keep, possess or remove equipment, documents or articles that are property of the Institution.
18. Observe proper behavior and respect towards your supervisor, fellow workers, students and visitors.
19. Provide efficient service, respect and courtesy to students and visitors.
20. Solve conflicts that may arise at work, observing always a respectful and correct conduct, avoiding instigation with the use of suggestive, improper or obscene language that might lead to fights or disturb peace.
21. Do not go to work or be in the Institution under the influence of alcohol and/or drugs as defined by law.
22. Do not carry, use or store fire arms or other artifacts regulated by the law to the Institution, without having proper authorization of the corresponding court, as well as written authorization from the President of the Institution.
23. Do not disclose or provide official or confidential information related to the Institution, students or employees without being authorized by your immediate Supervisor.
24. Do not execute or intent to execute fraud, embezzlement or any other public offense against the Institution.
25. Comply with the Health and Safety rules established by law and by the Institution Administration.
26. Comply with all the laws and rules in effect and applicable to the Institution.
27. Show interest and sense of responsibility in carrying out your duties and responsibilities.
28. Use the communication services of the Institution such as telephones, faxes and mail for official purposes only.

29. Do not accept gifts or payments from any person to grant privileges or favors.
30. Take care of the personal appearance and dress properly. If you use uniform keep same clean and in good condition.
31. Supervisors on any level are strictly forbidden to sexually harass other employees. Sexual harassment from one employee to another is also forbidden. Sexual harassment is understood to be: sexual approaches, request of sexual favors or any other verbal or physical conduct of sexual nature that interferes substantially with the job performance of an employee; or when rejection or acceptance of the sexual harassment is used to make decisions that affect the persons employment.
32. You must turn-in to your Supervisor any article, object or money found in the premises of the Institution.

Note:

The rules above listed are not exhaustive. There are other actions that involve the imposition of disciplinary action, including dismissal of an employee at the discretion of the Institution. Whenever an employee commits an act that might be detrimental to the interests of the Institution, its employees, students and visitors; the most appropriate disciplinary action will be taken.

Disciplinary Procedure and or Dismissal

The disciplinary procedure of the Institution is of rehabilitative philosophy which seeks that the employee corrects his/her behavior and adjusts to the rules established.

When the need arises to apply corrective measures to an employee who fails to comply with established work rules, the Supervisor should take preventive measures that he considers adequate, such as verbal reprimands. If situation continues, the employee will be given a written notification. These communications will become part of their personal file under custody of the Dean of Administration and Human Resources.

In those cases that the possibility of disciplinary actions might apply, where the penalty might result in separation of employment and salary or destitution of an employee, the following procedure will apply.

The Dean of Administration and Human Resources will investigate within ten (10) days from the date he officially knew of the deeds and will submit to the President/Dean of the Institution his recommendation to proceed or not proceed with the disciplinary measure.

If the disciplinary measure proceeds, he will prescribe, through written notice, the charges and will notify advising the right to an informal administrative hearing within fifteen (15) labor days from the date he/she received the notification of the charges. In the hearing the affected employee will have the right to show the proof that he understands is necessary. After the hearing or past the fifteen (15) days without the employee soliciting the hearing, the Dean of Administration and Human Resources will make the corresponding recommendation to the Dean/President who will make the decision she understands convenient.

In those cases of misuse of funds or when there are reasonable grounds to believe that there is a real danger to health, life or moral of the employees or the community that we serve, the employee may be separated from work and salary before the administrative hearing.

Regulations and Corrective Actions

Regulations	1st Time	2nd Time	3rd Time	4th Time
1. To be tardy four (4) or more days in a month	Written Warning	5 days suspension from work and salary	10 days suspension from work and salary	Dismissal
2. Not punching your time card in and out of work.	Oral Warning	Written Warning	5 days suspension from work and salary	Dismissal
3. Absent for two (2) days or more without notifying the Supervisor.	Written warning and salary deduction	10 days suspension from work and salary	Dismissal	-
4. Absent from work area during working hours without prior notification to the immediate Supervisor.	Oral Warning	Written Warning	5 days suspension from work and salary	Dismissal
5. Refusal to work outside of regular working hours when required without a reasonable cause for the Supervisor.	Written Warning	5 days suspension from work and salary	Dismissal	-

6. Punch or change the attendance time card of another coworker.	5 days suspension from work and salary	Dismissal		
7. Asking for funds or memberships of any organization; buy or sell any goods or services other than those that are part of or related to your work.	Oral Warning	Written Warning	10 days suspension from work and salary	Dismissal

8. Posting, distributing or removing any notices or flyers at work-areas without written authorization of the Institution	Oral Warning	Written Warning	5 days suspension from work and salary	Dismissal
9. Carry-out political, religious, or any other activities in the Institution's facilities during or after working hours	Oral Warning	Written Warning	5 days suspension from work and pay	Dismissal

<p>10. Persons not employed by the Institution or without authorization are not allowed at the units of work. Spouse, parents, children, and other family members of the employee are included.</p>	<p>Oral Warning</p>	<p>Written Warning</p>	<p>5 days suspension from work and salary</p>	<p>Dismissal</p>
<p>11. Carry out or engage in issues, activities or businesses that may be conflictive with the Interests of the Institution.</p>	<p>Dismissal</p>	<p>-</p>	<p>-</p>	<p>-</p>

<p>12. Eating or smoking at work area during working hours or after hours.</p>	<p>Oral Warning</p>	<p>Written Warning</p>	<p>5 days suspension from work and salary</p>	<p>-</p>
<p>13. Care for, protect and respect the property of the Institution, students, employees and others.</p>	<p>Dismissal</p>	<p>-</p>	<p>-</p>	<p>-</p>

14. Do not keep, possess or remove equipment, documents or articles that are property of the Institution.	Dismissal	-	-	-
15. Observe proper behavior and respect towards your supervisor, fellow workers, students and visitors	5 days suspension from work and salary	10 days suspension from work and salary	Dismissal	

16. Abusive, inappropriate or, obscene language, fights, immoral or incorrect conduct.	Dismissal	-	-	-
17. Going to work under the influence of alcohol or drugs.	Written Warning	5 days suspension from work and salary	Suspension; Employee will proceed to a rehabilitation program.	Dismissal
18. The use (except with medical prescription) in the facilities or outside of the facilities of the Institution, of	5 days of suspension and work and salary and employee must proceed to a	Dismissal	-	-

controlled substances as defined by law.	Rehabilitation program.			
19. Carrying, using or storing firearms or other artifacts regulated by law, to the Institution without having proper authorization from the corresponding court and written authorization from the President of the Institution.	Written Warning	10 days suspension from work and salary	Dismissal	

20. Disclose or provide official or confidential information related to the Institution, students or employees without being authorized by the Administration.	Dismissal	-	-	-
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21. Executing fraud or intent to execute fraud, embezzlement or any other public offense against the Institution	Dismissal	-	-	
22. Comply with all laws and regulations that apply to the Institution, including the Health and Safety regulations.	Oral Warning	Written Warning	5 days suspension from work and salary	Dismissal

23. Comply with verbal instructions given by your supervisor. No Challenging of authority.	5 days suspension from work and salary	10 days suspension from work and salary	Dismissal	-
24. Encouraging or advising other employees to insubordination or disobeying orders from their Supervisor or not to perform their tasks or duties.	Written warning	5 days suspension from work and salary	10 days suspension from work and salary	Dismissal

25. Not showing interest or sense of responsibility in carrying out their work	Oral Warning	Written Warning	10 days suspension from work and salary	Dismissal
26. Use communication services of the Institution such as telephones, faxes, internal and external mail for unofficial purposes (personal)	Oral warning	Written Warning	5 days suspension from work and salary	Dismissal

27. Soliciting or accepting gifts or remuneration from any person in exchange for granting privileges or favors	-	-	-	-
28. Take care of your personal appearance and dress properly	Oral Warning	Written warning	5 days suspension from work and salary	Dismissal

27. Soliciting or accepting gifts or remuneration from any person in exchange for granting privileges or favors	-	-	-	-
28. Take care of your personal appearance and dress properly	Oral Warning	Written warning	5 days suspension from work and salary	Dismissal
29. It is strictly forbidden that Supervisors at any level harass their subordinates or co-workers. Sexual harassment from one employee to another is also prohibited	Dismissal	-	-	-

Note: There are other actions that involve the application of disciplinary measures including dismissal of an employee at the discretion of the Administration.

Revised: 2019

Approved:  Yocasta Brugal, MD
President/Dean

EXECUTIVE ORDER**2015-04****CONFLICT OF INTEREST POLICY**

The San Juan Bautista School of Medicine (SJBSM) defines a conflict of interest as follows:

A conflict of interest (COI) occurs when a person (including a member of his/her immediate family) or an affiliate (engaged with SJBSM in direct or indirect business transactions) is involved in interests or activities (financial or otherwise) that may present a potential or actual conflict with the interests of SJBSM and/or adversely affect independent decision making.

The institution expects that the following examples of COIs should be avoided:

- Individual conflicts or conflicts involving members of an individual's immediate family member or someone with whom they may have a personal relationship.
- External obligations that could represent an actual or potential conflict, including employment that interferes with the obligation and commitment with SJBSM.
- Personal financial interests with SJBSM or external parties (or financial interests of an immediate family member) that represent a conflict of interest.

This definition is applicable to all members of the institution's governing board and to its employees. Specifically, this policy addresses the requirements and expectations pertaining to COI for the following constituent groups:

1. Board of Trustees
2. Faculty
3. Researchers
4. Administrative staff

Board of Trustees

Each member of the SJBSM Board of Trustees must review the Conflict of Interest Policy and sign the Certification and Disclosure Form annually. This Process is also applicable to the President/Dean. By reviewing the statement and signing the form, Board members acknowledge their understanding of the institution's requirements and expectations for actual or potential conflicts as well as to certify that he/she has no conflicts. The policy extends to any business or financial decision or transaction that involves a representative of SJBSM, including Trustees and/or a member of his/her immediate family member or someone with whom they may have a personal relationship. Should a potential or actual conflict arise, the Board member will report it to the Board Secretary or to the SJBSM Conflict of Interest Compliance Officer, who, in turn, will report it to the Board for consideration and action.

Faculty and Researchers

Each new SJBSM employee receive from human resource materials and information at the time of hire, including a copy of the Conflict of Interest (COI) Policy and the Certification and Disclosure Form, which must be signed at the time of the initial hire. Each member of the SJBSM Faculty and Researches must review the Conflict of Interest Policy and sign the Conflict of Interest (COI) Certification and Disclosure Form annually.

Under no circumstances a faculty member is allowed to engage in activities that present (or have the potential to present) a conflict of interest when serving as a representative of SJBSM. Faculty members must not accept or request gifts or benefits in exchange for a service, must not supervise, evaluate or participate in committee decisions that directly or indirectly relates to a family member or someone with whom they may have a personal, financial, counseling or advising relationship.

Faculty and researchers may use their professional expertise to engage in consulting and/or other external activities as long as such activities do not constitute a conflict of interest or otherwise detract from the primary responsibilities of faculty to SJBSM's teaching, research and clinical programs as well as any other stated obligations to the institution. Faculty members and researchers are required to disclose specific activities or interests that may present a potential conflict between their personal interests and their responsibilities to the Conflict of Interest Compliance Officer.

With regard to research, a potential conflict could arise if a financial interest appears to affect the design, conduct, reporting, review or oversight of research. Further, conflicts involving financial interests are of particular concern when such interests create actual or the appearance of inappropriate influence over research or a research project, especially when the safety and care of research subjects and/or patients are involved. Researchers are required to disclose specific activities or interests that may present a potential conflict between their personal interests and their responsibilities to SJBSM. The SJBSM Conflict of Interest Compliance Officer oversees adherence to the institution's conflict of interest policies and procedures. Ghost-writing services and plagiarism are not permitted.

Administrative Staff

As noted previously, each new SJBSM employee is provide with materials and information at the time of initial hire that includes the COI Policy and Conflict of Interest (COI) Certification and Disclosure Form, which must be review and sign. The same expectations for disclosing actual or potential conflicts apply. Administrative Staff must review the Conflict of Interest Policy and sign the Conflict of Interest (COI) Certification and Disclosure Form annually.

Other possible conflict of interest

Gifts and Meals and Contributions

No gifts, meals or accommodations can be accepted by individual members from vendors or pharmaceutical suppliers. All gifts or contribution to SJBSM must be directed through the administrative office of the school and the school will determine if there is a possible conflict of interest.

Continuing Medical Education

To ensure the CME independence, the CME programs must follow the Accreditation Council for Continuing Medical Education Standards for Commercial Support. The standards require that individuals involved in the development and presentation of CME activities must disclose relevant financial relationship that includes the individual spouse or partner with commercial interest, to evaluate and plan strategies to resolve conflicts of interest that arise when those with relevant financial relationship with commercial interest have opportunity to control CME content and must disclose to learners if there is or not any relevant financial relationship for those in control of CME content prior to the educational activity.

SJBSM Conflict of Interest Process/Procedures for Resolution

The SJBSM Conflict of Interest Compliance Officer is responsible for ensuring that the policy is followed and that procedures are comply with, when a potential or actual conflict is reported. COI Policy is available for revision in the institution policy manual, faculty manual, personnel manual, the official web page and is discussed at boards meetings. All members covered by this policy must disclose their knowledge of a potential or actual conflict of interest, failure to comply with this disposition can result in permanent separation from his/her position. The Conflict of Interest Compliance Officer will oversee that the process and procedures for resolution are follow.

Board of Trustees:

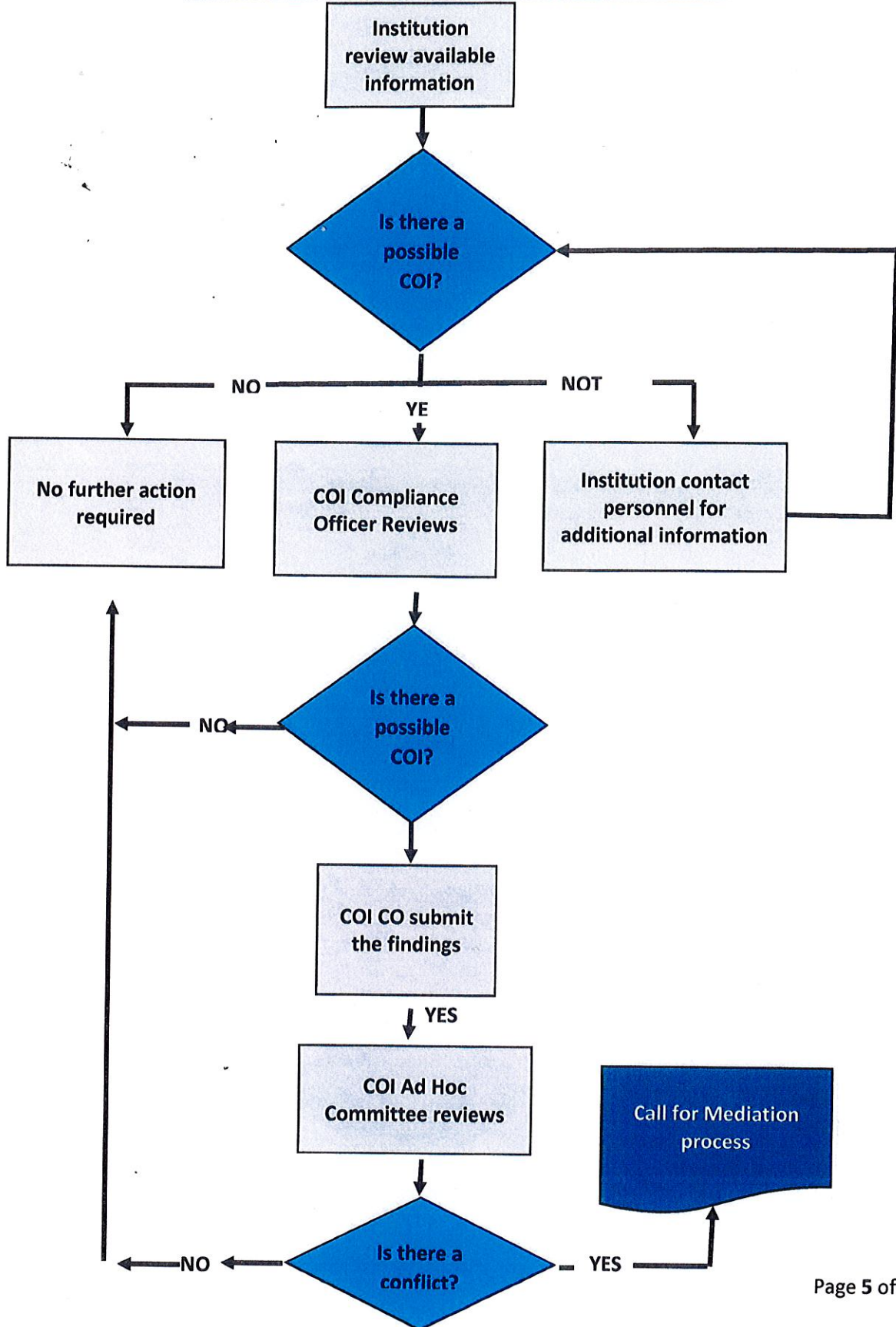
The Board of Trustees members shall disclose conflicts of interest to the Secretary of the Board as they arise. Each trustee shall also submit to the Secretary of the Board the Conflict of Interest (COI) Certification and Disclosure Form, annually. A trustee's that fails to disclose a presumed conflict of interest, or refuse to submit the completed annual disclosure statement, may set the be grounds for removal from the Board or President/Dean's position. If is determined that there is a potential or actual conflict, the Board member will be asked to recuse him/herself from discussion and/or decision-making with regard to the matter or issue that presented a conflict. The recusal will be noted in the minutes of the Board of Trustees. This process is also applicable to the President/Dean. The SJBSM Conflict of Interest Compliance Officer is responsible for ensuring consistent adherence to the COI policy.

SJBSM Employees (Faculty, Researchers, Administrative Staff):

The following process will be implemented in situations when SJBSM employees may have a potential or actual conflict of interest.

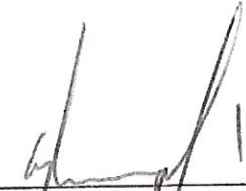
- (a) The faculty, Researcher or Administrative Staff can recuse himself or herself or will be asked to recuse him/herself from discussion and/or decision-making with regard to the matter or issue that may present a potential conflict. The recusal will be noted in the minutes and no further action is required.
- (b) If a possible conflict is reported, a review of information pertinent to the situation will be reviewed by the administrator or supervisor of the individual. If applicable, a confidential interview is conducted by the Conflict of Interest Compliance Officer with the individual who may have a conflict of interest. There may be occasions when it will be necessary to also conduct interviews with other individuals who may have additional information.
- (c) The Conflict of Interest Compliance Officer will determine, based on the information gathered and the interview(s) conducted, if there is a potential or actual conflict of interest in accordance with SJBSM's conflict of interest policy. If, subsequent to the initial review, the Conflict of Interest Compliance Officer determines (1) there is no conflict of interest, the matter will be considered closed; (2) if there does appear to be a potential or actual conflict, the matter will be forwarded to an Ad-hoc COI Committee; (3) if a determination could not be made because of the absence or insufficiency of information or documentation, further requests will be made to provide such information or documentation.
- (d) In the event that subsequent to the review of information/documentation, the matter appears to be an actual or potential conflict of interest, the Conflict of Interest Compliance Officer will forward the information/documentation and analysis regarding the matter to the Ad-hoc COI Committee for review and decision as to whether the matter constitutes a conflict of interest. The COI Committee is an ad hoc committee appointed by President/Dean.
- (e) Based on the review of relevant information/documentation and analysis provided by the Conflict of Interest Compliance Officer, the COI Committee will determine if the situation or matter presents a conflict of interest. If there is evidence of a conflict of interest, the COI Committee will determine the appropriate action or resolution of the matter.
- (f) If the individual or parties found to have a conflict of interest wish to have the decision reconsidered and agree to mediation, the President/Dean will select an independent attorney to mediate the matter.

SJBSM Conflict of Interest Review Process



Monitoring of Conflict of Interest Policy

- (a) Conflict of Interest Compliance Officer will review the Conflict of Interest Certification and Disclosure Form signed by new SJBSM employees at the moment of initial hiring and annually signed by all staff, faculty, researchers. the direct supervisor of any member who has not signed the Conflict of Interest disclosure, between July to November of the academic year.
- (b) Conflict of Interest Compliance Officer will notify form and the due date to receive the sign form.
- (c) Conflict of Interest disclosure form will be under the custody of the COI Compliance Officer, in his/her assigned office space as well as all documents of the review process.
- (d) Conflict of Interest Compliance Officer will submit an annual report to Dean/President on the institution compliance with the Conflict of Interest Policy.
- (e) Board of Trustees Secretary will submit an annual report on the institution compliance with the Conflict of Interest Policy to the President of the Board and a copy of the report to the Conflict of Interest Compliance Officer.



Yocasta Brugal, MD
President/Dean

Approved: April 27, 2015
Revised: July 1, 2017