

**ARROWHEAD REGIONAL MEDICAL CENTER
ADMINISTRATIVE (ADM) POLICIES AND PROCEDURES**

2023-2024 Summary of Policy Revisions

Policy #	New	Major	Minor	Reviewed	Policy Title	Explanation (All New Policies and Major Revisions)
200.01 Issue 3			X		Human Resources Operations	
200.02 Issue 5			X		Employee Association/Union Access to Arrowhead Regional Medical Center Work Site	
200.03-200.04					No Policy	
200.05 Issue 5			X		Solicitation and Distribution - Literature or Goods	
200.06 Issue 9		X			Standards of Dress and Appearance	Updates to clothing, Tattoos and jewelry, hair coloring, footwear and accessories. Update CEO to ARMC CEO
200.07-200.08					No Policy	
200.09 Issue 2			X		Eating at Work Stations	
200.10 Issue 3			X		Information - Confidentiality	
200.11 Issue 4			X		Employment - Equal Opportunity	
200.12					No Policy	
200.13 Issue 4			X		Sexual Harassment - Prohibition of	
200.14 Issue 5			X		Substance Abuse/Reasonable Suspicion - Drug and Alcohol Testing	
200.15					No Policy	
200.16 Issue 2			X		Use of County Property and Work Time	
200.17 Issue 4			X		Violence or Threats in the Workplace	
200.18 Issue 5			X		Temporary Help Services	
200.19 Issue 4				X	Employment of Relatives	

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200.20-200.21					No Policy	
200.22 Issue 5			X		Standards for Employee Conduct	
200.23 Issue 4			X		Separation from Employment	
200.24 Issue 3			X		Contracted Service Provider Personnel	
210.01 Issue 3				X	Time and Attendance-Recording of	
210.02 Issue 9			X		Employee Identification Badge	
210.03 Issue 4			X		Tardiness & Absenteeism	
210.04 Issue 4			X		Absence from Duty – Sick Leave	
210.05 Issue 3				X	Return to Work-Modified Duty	
210.06 Issue 3			X		Alternate Work Schedule	
220.01 Issue 3			X		Pre-Employment Medical Evaluations	
220.02 Issue 7			X		Orientation – New Employees	
220.03 Issue 6			X		Orientation for Individuals On-Site Less Than 30 Days & All Students	
220.04 Issue 8			X		Annual Competency Education	
220.05 Issue 4			X		Licenses, Certificates, Registration – Verification of	
220.06 Issue 6			X		Background and Reference Checks	
220.07 Issue 4			X		Forensic Staff Orientation – less than 30 Days	
220.08 Issue 1			X		Management of Students and Student Placement	

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220.09-220.10					No Policy	
220.11 Issue 1			X		American Heart Association Card Renewal	
230.01 Issue 4			X		Work Performance Evaluations – Standards for	
230.02 Issue 4			X		Performance Review – Competence Assessment	
230.03 Issue 4			X		Performance Evaluations (WPE) Reports and Timelines	
240.01 Issue 3			X		Travel and Education - Expense Reimbursement	
240.02 Issue 6		X			Education Assistance Proposal (EAP) Processing for Tuition and Membership Dues	Change CEO to ARMC CEO Remove Education Development's role; Add Department Supervisor responsibilities; Delete attachment C; Revise attachment B
240.03 Issue 4			X		Employees Discipline	
240.04 Issue 5			X		Process to Fill Vacant Positions at ARMC	
240.05 Issue 1			X		Use of Personal Electronic Devices Including Cellular Phones, Smartphones, Smart Watches, and Radio Transmitters	
240.06 Issue 1			X		HEART Employee Behavioral Standards Examples	