



AGENDA

**HUMAN RESOURCES COMMITTEE
A COMMITTEE OF THE BOARD OF DIRECTORS**

**REGULAR MEETING
Wednesday, April 17, 2024
9:00 AM
Administration
600 N. Highland Springs Avenue, Banning, CA 92220**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Administration Office at (951) 769-2101. **Notification 48 hours prior to the meeting** will enable the Hospital to make reasonable arrangement to ensure accessibility to this meeting. [28 CFR 35.02-35.104 ADA Title II].

TAB

I. Call to Order S. Rutledge

II. Public Comment

A five-minute limitation shall apply to each member of the public who wishes to address the Human Resources Committee of the Hospital Board of Directors on any matter under the subject jurisdiction of the Committee. A thirty-minute time limit is placed on this section. No member of the public shall be permitted to “share” his/her five minutes with any other member of the public. (Usually, any items received under this heading are referred to staff for future study, research, completion and/or future Committee Action.) (PLEASE STATE YOUR NAME AND ADDRESS FOR THE RECORD.)

On behalf of the San Gorgonio Memorial Hospital Board of Directors, we want you to know that the Board/Committee acknowledges the comments or concerns that you direct to this Committee. While the Board/Committee may wish to occasionally respond immediately to questions or comments if appropriate, they often will instruct the CEO, or other Administrative Executive personnel, to do further research and report back to the Board/Committee prior to responding to any issues raised. If you have specific questions, you will receive a response either at the meeting or shortly thereafter. The Board/Committee wants to ensure that it is fully informed before responding, and so if your questions are not addressed during the meeting, this does not indicate a lack of interest on the Board/Committee’s part; a response will be forthcoming.

OLD BUSINESS

III. ***Proposed Action - Approve Minutes** S. Rutledge
 • January 17, 2024, Regular Meeting A

NEW BUSINESS

IV. A. Employment Activity/Turnover Reports A. Karam B

1. Employee Activity by Job Class/Turnover Report (01/01/2024 – 3/31/2024)
2. Separation Reason Analysis – All Associates (01/01/2024 – 3/31/2024)
3. Separation Reason Analysis – Full and Part Time Associates (01/01/2024 – 3/31/2024)
4. Separation Reason Analysis – Per Diem Associates (01/01/2024 – 3/31/2024)
5. FTE Vacancy Summary (01/01/2024 – 3/31/2024)
6. RN Vacancy Summary (01/01/2024 – 3/31/2024)

- | | | | |
|-------|--|-------------|---|
| B. | Workers Compensation report (03/01/2024 – 03/31/2024) | | C |
| V. | Education | A. Karam | D |
| | <ul style="list-style-type: none">• Reproductive Loss-Leave Policy• New Legislation | | |
| VI. | Future Agenda Items | S. Rutledge | |
| VII. | Next Meeting: September 18, 2024 @ 9:00am? | | |
| VIII. | Adjourn | S. Rutledge | |

*** Requires Action**

In accordance with The Brown Act, Section 54957.5, all public records relating to an agenda item on this agenda are available for public inspection at the time the document is distributed to all, or a majority of all, members of the Committee. Such records shall be available at the Hospital office located at 600 N. Highland Springs Avenue, Banning, CA 92220 during regular business hours, Monday through Friday, 8:00 am - 4:30 pm.

Certification of Posting

I certify that on April 12, 2024, I posted a copy of the foregoing agenda near the regular meeting place of the Board of Directors of San Gorgonio Memorial Hospital Human Resources Committee, and on the San Gorgonio Memorial Hospital website, said time being at least 72 hours in advance of the regular meeting of the Human Resources Committee (*Government Code Section 54954.2*).

Executed at Banning, California, on April 12, 2024



Ariel Whitley, Executive Assistant

TAB A

REGULAR MEETING OF THE
SAN GORGONIO MEMORIAL HOSPITAL
BOARD OF DIRECTORS

HUMAN RESOURCES COMMITTEE
January 17, 2024

The regular meeting of the San Gorgonio Memorial Hospital Board of Directors Human Resources Committee was held on Wednesday, January 17, 2024, in Classroom C, 600 N. Highland Springs Avenue, Banning, California.

Members Present: Susan DiBiasi, Perry Goldstein, Ron Rader, Steve Rutledge (C)

Excused Absence: None

Staff Present: Steve Barron (CEO), Angela Brady (CNE), Annah Karam (CHRO), Daniel Heckathorne (CFO) Ariel Whitley (Executive Assistant), John Peleuses (VP, Ancillary and Support Services), Karan P. Singh, MD (CMO)

AGENDA ITEM	DISCUSSION	ACTION / FOLLOW-UP
Call To Order	Chair Steve Rutledge called the meeting to order at 9:32 am.	
Public Comment	No public was present.	
OLD BUSINESS		
Proposed Action - Approve Minutes: July 19, 2023, Regular Meeting, and September 26, 2023, Special Meeting	Chair Rutledge asked for any changes or corrections to the minutes of the July 19, 2023, regular meeting or the September 26, 2023, Special Meeting. There were none.	The minutes of the July 19, 2023, Regular Meeting, and the September 26, 2023, Special Meeting were reviewed and will stand as presented.
NEW BUSINESS		
Reports		
A. Employment Activity/Turnover Reports		
1. Employee	Annah Karam, Chief Human Resources Officer, reviewed	

AGENDA ITEM	DISCUSSION	ACTION / FOLLOW-UP
Activity by Job Class/ Turnover Report (07/01/2023 through 12/31/2023)	the report “Employee Activity by Job Class/Turnover Report” for the period of 07/01/2023 through 12/31/2023 as included in the Committee packet.	
2. Separation Reasons Analysis All Associates (07/01/2023 through 12/31/2023)	Annah reviewed the “Separation Reason Analysis for All Associates” for the period of 07/01/2023 through 12/31/2023 as included in the Committee packet. For this period, there were 82 Voluntary Separations and 18 Involuntary Separations for a total of 100.	
3. Separation Reason Analysis Full and Part Time Associates (07/01/2023 through 12/31/2023)	Annah reviewed the “Separation Reason Analysis for Full and Part Time Associates” for the period of 07/01/2023 through 12/31/2023 as included in the Committee packet. For this period, there were 48 Voluntary Separations and 18 Involuntary Separations for a total of 66.	
4. Separation Reason Analysis Per Diem Associates (07/01/2023 through 12/31/2023)	Annah reviewed the “Separation Reason Analysis for Per Diem Associates” for the period of 07/01/2023 through 12/31/2023 as included in the Committee packet. For this period, there were 34 Voluntary Separations and 0 Involuntary Separations for a total of 34.	
5. FTE Vacancy Summary (07/01/2023 through 12/31/2023)	Annah reviewed the “FTE Vacancy Summary” for the period of 07/01/2023 through 12/31/2023 as included in the Committee packet. Annah reported that the Facility Wide vacancy rate as of 12/31/2023 was 25.13%.	
6. RN Vacancy Summary	Annah reviewed the “RN Vacancy Summary” for the period of 07/01/2023 through 12/31/2023 as included in the	

AGENDA ITEM	DISCUSSION	ACTION / FOLLOW-UP
(07/01/2023 through 12/31/2023)	Committee packet. Annah reported that the Overall All RN Vacancy rate as of 12/31/2023 was 35.29%.	
B. Workers Compensation Report		
Workers Compensation Report (07/01/2023 through 12/31/2023)	Annah reviewed the Workers Compensation Reports covering the period of 12/01/2023 through 12/31/2023 as included in the Committee packet. The agenda incorrectly stated 07/01/2023 through 12/31/2023.	
Education	Annah reviewed each education article as included in the committee packets: <ul style="list-style-type: none"> • California Employers Are Now Required to Pay for Food Handler Cards: Your 4-Step Action Plan • HR Manager’s Legal Alert for Supervisors 	
Future Agenda items	None.	
Next regular meeting	The next regular Human Resources Committee meeting is scheduled for April 17, 2024, @ 9 am.	
Adjournment	The meeting was adjourned at 10:19 am.	

In accordance with The Brown Act, *Section 54957.5*, all reports and handouts discussed during this Open Session meeting are public records and are available for public inspection. These reports and/or handouts are available for review at the Hospital Administration office located at 600 N. Highland Springs Avenue, Banning, CA 92220 during regular business hours, Monday through Friday, 8:00 am - 4:30 pm.

Minutes respectfully submitted by Ariel Whitley, Executive Assistant

TAB B

EMPLOYEE ACTIVITY BY JOB CLASS / TURN OVER REPORT

01/01/2024 THROUGH 03/31/2024

JOB CLASS/FAMILY	CURRENT	2023	YTD	CURRENT	2023	YTD	ACTIVE	LOA	CURRENT	ANNUALIZED	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18
	NEW HIRES	NEW HIRES	NEW HIRES	SEPARATIONS	SEPARATIONS	TERMS	ASSOCIATE	ASSOCIATE	TURNOVER	TURNOVER	
	01/01/2024 THROUGH 03/31/2024		01/01/2024 THROUGH 03/31/2024	01/01/2024 THROUGH 03/31/2024		01/01/2024 THROUGH 03/31/2024	AS OF 03/31/2024	AS OF 03/31/2024	AS OF 03/31/2024		
ADMIN/CLERICAL	1	9	1	3	11	3	80	2	3.75%	3.75%	
ANCILLARY	3	24	3	7	17	7	59	2	11.86%	11.86%	
CLS	1	5	1	0	4	0	20	1	0.00%	0.00%	
DIRECTORS/MGRS	0	3	0	2	6	2	33	0	6.06%	6.06%	
LVN	0	2	0	2	2	2	17	0	11.76%	11.76%	
OTHER NURSING	6	27	6	3	31	3	77	2	3.90%	3.90%	
PT	0	5	0	0	2	0	8	1	0.00%	0.00%	
RAD TECH	0	5	0	2	6	2	27	1	7.41%	7.41%	
RN	14	54	14	6	64	6	145	9	4.14%	4.14%	
RT	2	3	2	1	3	1	23	0	4.35%	4.35%	
SUPPORT SERVICES	8	59	8	5	51	5	85	7	5.88%	5.88%	
FACILITY TOTAL	35	196	35	31	197	31	574	25	5.40%	5.40%	
<i>Full Time</i>	19	115	19	14	104	14	401	20	3.49%	3.49%	
<i>Part Time</i>	5	22	5	2	20	2	58	4	3.45%	3.45%	
<i>Per Diem</i>	11	59	11	15	73	15	115	1	13.04%	13.04%	
TOTAL	35	196	35	31	197	31	574	25	5.40%		

Current Turnover: J22
Annualized Turnover: K22

Southern California Hospital Association (HASC) Benchmark:
Turnover for all Associates = 2.80%
Turnover for all RNs = 3.00%

TOTAL ASSOCIATES ON PAYROLL = 599

Southern California Hospital Association (HASC) Benchmark:
Turnover for all PER DIEM Associates = 8.00%
Turnover for all PER DIEM RNs = 7.80%

SEPARATION ANALYSIS
ALL ASSOCIATES
01/01/2024 THROUGH 03/31/2024

REASON	Current Qtr % by Category	Length Of Service						Total Separations
		Less than 90 days	90 days - 1 year	1-2 years	3-5 years	6-10 years	10+ years	
Voluntary Separations								
Full-Time	29.0%	2	0	4	3	0	0	9
Part-Time	6.5%				2			2
Per Diem	41.9%	0	4	6	0	1	2	13
Subtotal, Voluntary Separations	77.4%	2	4	10	5	1	2	24
Involuntary Separations								
Full-Time	16.1%	1	2	1	0	0	1	5
Part-Time	0.0%							0
Per Diem	0.0%	1	1	0	0	0	0	2
Subtotal, Involuntary Separation	22.6%	2	3	1	0	0	1	7

Total Separations	100.0%	4	7	11	5	1	3	31
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SEPARATIONS BY DEPARTMENT	LT 90 DAYS	90 DAYS TO 1 YR	1 YR TO 2.9 YRS	3 TO 5.9 YRS	6 TO 10 YRS	10 PLUS YRS	TOTAL SEPARATIONS
≡ Involuntary	2	3	1			1	7
Diagnostic Imaging						1	1
ED		1					1
ICU		1					1
MS	1						1
OR		1					1
Security	1		1				2
≡ Voluntary	2	4	10	5	1	2	24
Administration				1			1
BHC			1				1
Case Management						1	1
Diagnostic Imaging			1				1
ED			1	1			2
EKG			1				1
ICU			1				1
MS	1		2	1			4
OB		1					1
OR		1		1			2
Pharmacy		1	1			1	3
Plant Operations			1				1
Registration			1				1
Respiratory Therapy		1					1
Security	1						1
Social Services				1	1		2
Grand Total	4	7	11	5	1	3	31

FULL AND PART TIME ASSOCIATES
01/01/2024 THROUGH 03/31/2024

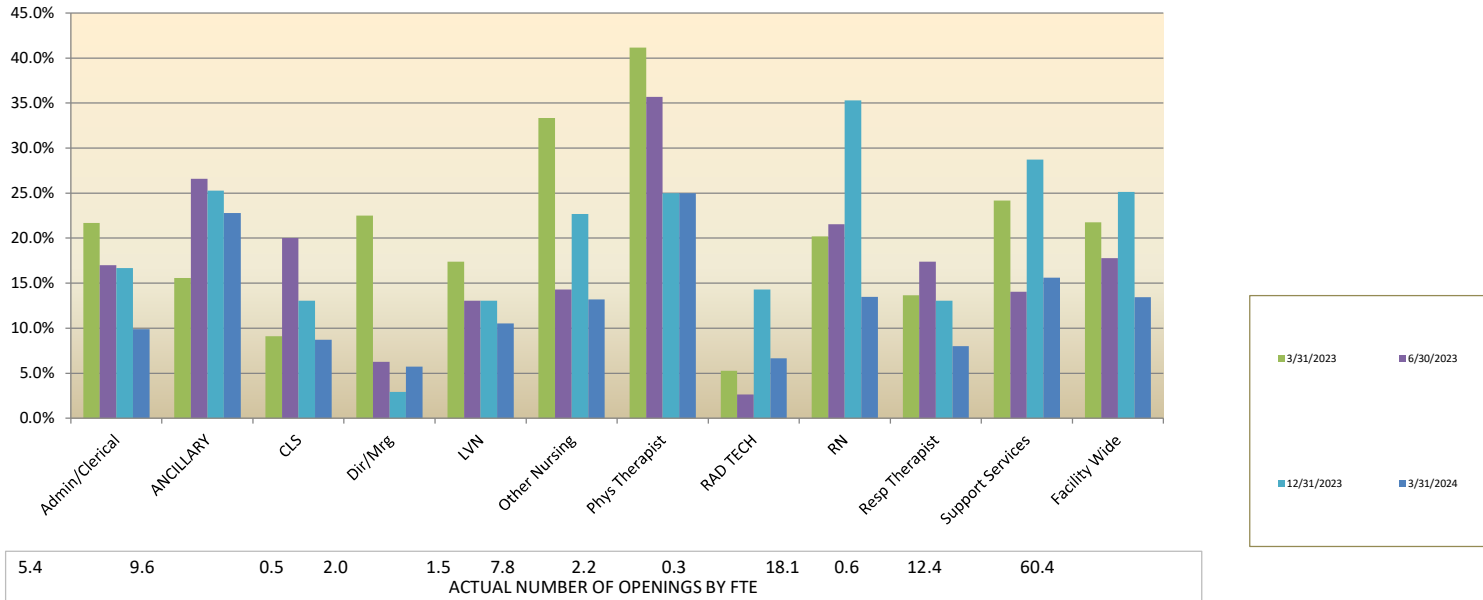
REASON	Current Qtr % by Category	Length Of Service						Total Separations
		Less than 90 days	90 days - 1 year	1-2 years	3-5 years	6-10 years	10+ years	
Voluntary Separations								
Did not Return from LOA	6.3%			1				1
Employee Death	0.0%							0
Family/Personal Reasons	6.3%	1						1
Job Abandonment	0.0%							0
Job Dissatisfaction	0.0%							0
Medical Reasons	0.0%							0
New Job Opportunity	56.3%	1		3	5			9
Not Available to Work	0.0%							0
Pay	0.0%							0
Relocation	0.0%							0
Retirement	0.0%							0
Return to School	0.0%							0
Unknown	0.0%							0
Subtotal, Voluntary Separations	68.8%	2	0	4	5	0	0	11
Involuntary Separations								
Attendance/Tardiness	0.0%							0
Conduct	12.5%			1		1		2
Death	0.0%							0
Expired Credentials	6.3%		1					1
Didn't meet scheduling needs	6.3%							0
Poor Performance	6.3%	1						1
Position Eliminations	0.0%							0
Temporary Position	6.3%		1					1
Subtotal, Involuntary Separations	31.3%	1	2	1	0	1	0	5
Total Separations	100.0%	3	2	5	5	1	0	16

Separation Reason Analysis
Per Diem Associates Only
01/01/2024 THROUGH 03/31/2024

REASON	Current Qtr % by Category	Length Of Service						Total Separations
		Less than 90 days	90 days - 1 year	1-2 years	3-5 years	6-10 years	10+ years	
<i>Voluntary Separations</i>								
Did not Return from LOA	0.0%							0
Employee Death	0.0%							0
Family/Personal Reasons	6.7%			1				1
Job Abandonment	20.0%		1	2				3
Job Dissatisfaction	6.7%			1				1
Medical Reasons	0.0%							0
New Job Opportunity	40.0%		3	1		1	1	6
Not Available to Work	6.7%			1				1
Pay	0.0%							0
Relocation	0.0%							0
Retirement	6.7%					1		1
Return to School	0.0%							0
Unknown	0.0%							0
<i>Subtotal, Voluntary Separations</i>	86.7%	0	4	6	0	2	1	13
<i>Involuntary Separations</i>								
Attendance/Tardiness	0.0%							0
Conduct	6.7%		1					1
Didn't meet certification deadline	0.0%							0
Didn't meet scheduling needs	0.0%							0
Poor Performance	6.7%	1						1
Position Eliminations	0.0%							0
Temporary Position	0.0%							0
<i>Subtotal, Involuntary Separations</i>	13.3%	1	1	0	0	0	0	2
Total Separations	100.0%	1	5	6	0	2	1	15

FTE Vacancy Summary: 01/01/2024 THROUGH 03/31/2024

	<u>Admin/Clerical</u>	<u>ANCILLARY</u>	<u>CLS</u>	<u>Dir/Mrg</u>	<u>LVN</u>	<u>Other Nursing</u>	<u>Phys Therapist</u>	<u>RAD TECH</u>	<u>RN</u>	<u>Resp Therapist</u>	<u>Support Services</u>	<u>Facility Wide</u>
3/31/2023	21.70%	15.58%	9.09%	22.50%	17.39%	33.33%	41.14%	5.26%	20.20%	13.64%	24.17%	21.75%
6/30/2023	17.00%	26.60%	20.00%	6.25%	13.04%	14.29%	35.71%	2.63%	21.54%	17.39%	14.02%	17.79%
12/31/2023	16.67%	25.27%	13.04%	2.94%	13.04%	22.68%	25.00%	14.29%	35.29%	13.04%	28.75%	25.13%
3/31/2024	9.89%	22.78%	8.70%	5.71%	10.53%	13.19%	25.00%	6.67%	13.48%	8.00%	15.60%	13.44%



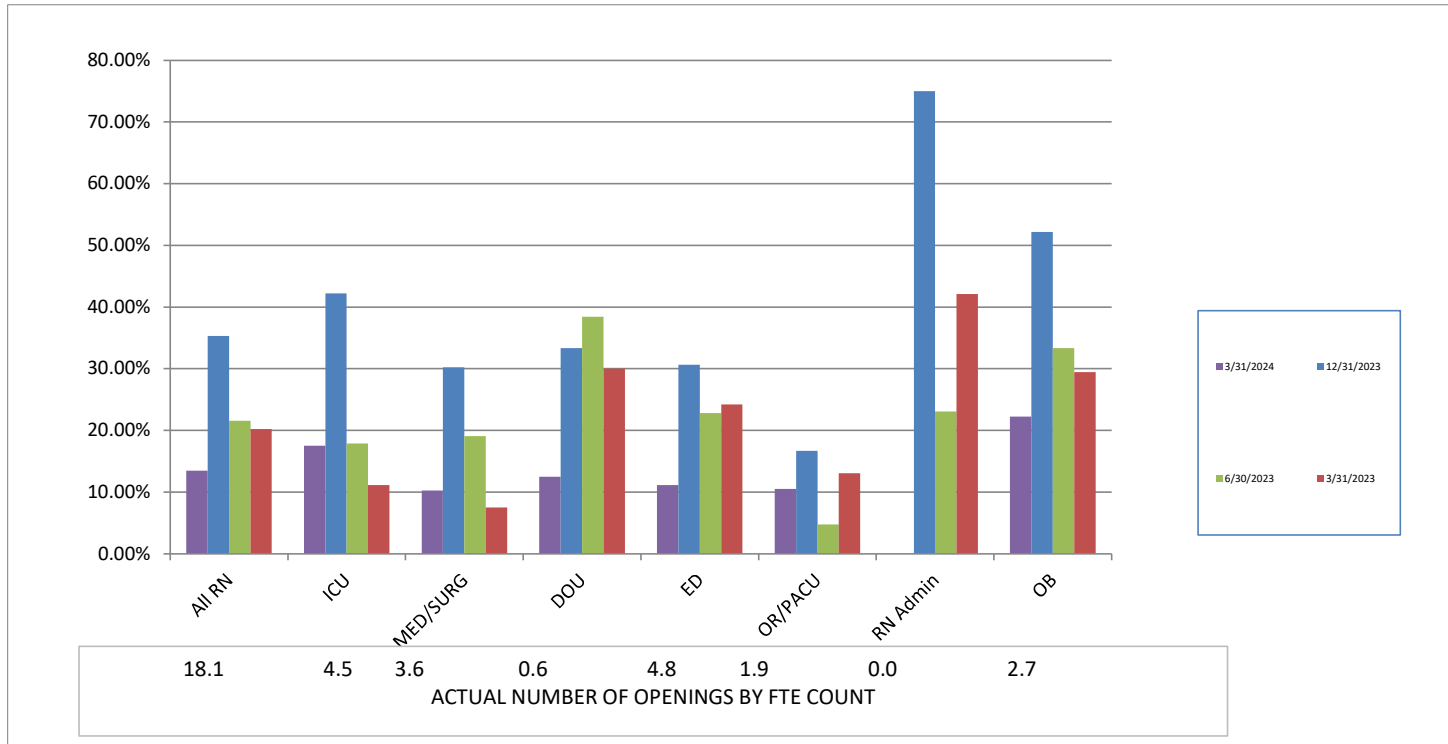
VACANCY RATE = Number of openings/(total staff + openings)

	3/31/2024	12/31/2023	6/30/2023	3/31/2023
All RN	13.48%	35.29%	21.54%	20.20%
ICU	17.50%	42.22%	17.86%	11.11%
MED/SURG	10.26%	30.23%	19.05%	7.50%
DOU	12.50%	33.33%	38.46%	30.00%
ED	11.11%	30.65%	22.81%	24.19%
OR/PACU	10.53%	16.67%	4.76%	13.04%
RN Admin	0.00%	75.00%	23.08%	42.11%
OB	22.22%	52.17%	33.33%	29.41%

	OPEN POSITIONS	TOTAL STAFF
All RN	24	154
ICU	7	33
Med Surg	4	35
DOU	1	7
ED	6	48
OR/PACU	2	17
RN Adm.	0	0
OB	4	14

VACANCY RATE
13.48%
17.50%
10.26%
12.50%
11.11%
10.53%
#DIV/0!
22.22%

FTE
18.1
4.5
3.6
0.6
4.8
1.9
0
2.7



TAB C



DASHBOARD REPORT

Fiscal Year Basis: July

San Gorgonio Memorial Hospital

Data as of 3/31/2024

Reporting Period 3/1/2024 - 3/31/2024

SUMMARY DATA

FiscalYear	ValuationDate	Values			Count	Open Count
		Total Paid	Total Reserves	Total Incurred		
2015-2016	2024-03-31	845,278	148,060	993,338	40	3
2016-2017	2024-03-31	205,546	-	205,546	27	-
2017-2018	2024-03-31	72,312	-	72,312	18	-
2018-2019	2024-03-31	87,665	48,632	136,297	15	1
2019-2020	2024-03-31	68,021	-	68,021	15	-
2020-2021	2024-03-31	368,609	133,310	501,919	22	3
2021-2022	2024-03-31	101,844	74,739	176,584	18	2
2022-2023	2024-03-31	142,172	154,014	296,186	13	4
2023-2024	2024-03-31	277,824	147,846	425,670	18	8
Grand Total		2,169,271	706,602	2,875,873	186	21

DASHBOARD REPORT

Fiscal Year Basis: July

San Gorgonio Memorial Hospital

Data as of 3/31/2024

Reporting Period 3/1/2024 - 3/31/2024

TOP TEN CLAIMS

Claim Number	Claimant	Department	Cause	DOI	Status	Total Paid	Total Reserves	Total Incurred
20805905		Surgical Services	Fall, Slip or Trip Injury	2020-08-04	Open	250,474	43,891	294,364
16000811		Environmental Services	Fall, Slip or Trip Injury	2016-05-31	Open	173,385	47,840	221,225
16000026		Obstetrics	Fall, Slip or Trip Injury	2016-01-05	Open	138,013	62,541	200,553
23001495		Laboratory	Fall, Slip or Trip Injury	2023-07-11	Open	138,040	16,214	154,254
23001964		Obstetrics	Fall, Slip or Trip Injury	2023-09-03	Open	61,049	48,056	109,105
22002677		Medical Surgical	Strain or Injury By	2022-11-20	Open	59,727	42,340	102,067
16001005		Medical Surgical	Burn or Scald - Heat or Cold Exposures - C	2016-07-21	Closed	98,814	-	98,814
16000233		Environmental Services	Strain or Injury By	2016-02-20	Closed	93,934	-	93,934
16000357		Medical Surgical	Struck or Injured By	2016-03-16	Closed	82,643	-	82,643
21000657		Environmental Services	Fall, Slip or Trip Injury	2021-03-16	Re-Open	25,791	52,873	78,664

FREQUENCY BY DEPARTMENT					SEVERITY BY DEPARTMENT				
Department	Claim Count	% of Claims	Total Incurred	% of Total Incurred	Department	Claim Count	% of Claims	Total Incurred	% of Total Incurred
Medical Surgical	37	19.89%	698,234	24.28%	Medical Surgical	37	19.89%	698,234	24.28%
Environmental Services	34	18.28%	659,573	22.93%	Environmental Services	34	18.28%	659,573	22.93%
Emergency Department	24	12.90%	123,809	4.31%	Obstetrics	6	3.23%	366,956	12.76%
Dietary	19	10.22%	19,006	0.66%	Surgical Services	7	3.76%	329,749	11.47%
Laboratory	10	5.38%	198,684	6.91%	Laboratory	10	5.38%	198,684	6.91%
Surgical Services	7	3.76%	329,749	11.47%	Nursing Administration	4	2.15%	134,473	4.68%
Intensive Care Unit (ICU)	7	3.76%	59,995	2.09%	Emergency Department	24	12.90%	123,809	4.31%
Obstetrics	6	3.23%	366,956	12.76%	Engineering	4	2.15%	68,529	2.38%
Medical Staff	5	2.69%	14,756	0.51%	CT/Echotechnology	2	1.08%	64,766	2.25%
Business Office	5	2.69%	27,225	0.95%	Intensive Care Unit (ICU)	7	3.76%	59,995	2.09%
FREQUENCY BY CAUSE					SEVERITY BY CAUSE				
Cause	Claim Count	% of Claims	Total Incurred	% of Total Incurred	Cause	Claim Count	% of Claims	Total Incurred	% of Total Incurred
Strain or Injury By	64	34.41%	770,429	26.79%	Fall, Slip or Trip Injury	31	16.67%	1,484,259	51.61%
Fall, Slip or Trip Injury	31	16.67%	1,484,259	51.61%	Strain or Injury By	64	34.41%	770,429	26.79%
Struck or Injured By	22	11.83%	178,826	6.22%	Struck or Injured By	22	11.83%	178,826	6.22%
Burn or Scald - Heat or Cold Exposures - Contact V	18	9.68%	131,594	4.58%	Miscellaneous Causes	8	4.30%	134,079	4.66%
Cut, Puncture, Scrape Injured by	15	8.06%	73,387	2.55%	Burn or Scald - Heat or Cold Exposures	18	9.68%	131,594	4.58%
Exposure	13	6.99%	62,364	2.17%	Cut, Puncture, Scrape Injured by	15	8.06%	73,387	2.55%
Caught In, Under or Between	12	6.45%	9,997	0.35%	Exposure	13	6.99%	62,364	2.17%
Miscellaneous Causes	8	4.30%	134,079	4.66%	Motor Vehicle	1	0.54%	30,461	1.06%
Striking Against or Stepping on	2	1.08%	475	0.02%	Caught In, Under or Between	12	6.45%	9,997	0.35%
Motor Vehicle	1	0.54%	30,461	1.06%	Striking Against or Stepping on	2	1.08%	475	0.02%

TAB D

Policy:

Beginning January 1, 2024, all Associates who have worked for SGMH 30 days or more may take up to five days leave for a “reproductive loss,” which includes a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful “assisted reproduction,” such as an artificial insemination or embryo transfer. This leave may be taken by an Associate who would have been the parent had the reproductive event been completed.

The days of reproductive loss leave do not need to be taken consecutively. Associates must complete the leave within three months of the “reproductive loss event,” which is defined as the day, or, in cases of a multiple day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth or an unsuccessful assisted reproduction. If an Associate experiences more than one reproductive loss in a 12-month period, the Associate may take no more than 20 days of leave under this policy.

Reproductive loss leave is unpaid. However, Associates may use accrued Paid Time Off (PTO), sick leave, or other paid time off that is otherwise available to the Associate.

SGMH will maintain the confidentiality of requests for reproductive leave. We prohibit retaliation, discrimination, interference, restraint, or the denial of an Associate’s exercise of the right to a leave under this policy.

Procedure:

Timely reporting of your leave is critical for the continuation of your payments issued through payroll. If you expect to be out of work for more than three days, you must take the following steps:

1. Notify your supervisor and/or Director and Human Resources (specifically the Leaves/Benefits Specialist) of your need for a leave of absence. You do not need to discuss private health issues when providing this information. Fill out the Leave of Absence Request form at least 30 days in advance. (see attached).
2. Once the Leaves/Benefits Specialist has received information regarding the request, they will mail out a Leave of Absence packet containing documents pertaining to your leave. Information in these packets varies depending on the reason for the leave. A letter detailing what your rights under Federal and California laws are will be included in the packet. Please be sure to read this information as there are deadlines noted in this letter.
3. Some documents in the packet will need to be filled out by a medical provider and returned to the Leaves/Benefits Specialist. Failure to meet required deadlines may result in a denial of your request for leave.
4. You will need to contact the Leaves/Benefits Specialist and/or Employee Health when you are ready to return to work.
5. You may not be scheduled to work unless you have been cleared by Employee Health and the Leaves/Benefits Specialist.
6. If you need assistance, you may contact the Leaves/Benefits Specialist at Ext. 2192 (951-769-2192; Monday through Friday from 6:30am to 3:00pm). You may also contact Human Resources at Ext. 2169 (951-769-2169) ; Monday through Friday; 8:00am through 5:00pm or the Chief Human Resources Officer at 951.392.7573,

Reference(s):

Government Code section 12945.6.

New legislation to be covered includes:

- **SB 616** – Paid Sick Days – Increases paid sick days and increased accrual caps.
- **SB 848** – Leave for Reproductive Loss – Allows employees to take up to 5 days of leave for a “reproductive loss event”.
- **SB 553** – Workplace Violence – Requires employers to adopt workplace violence prevention plans and comply with recordkeeping and training requirements.
- **AB 1228** – Fast Food Workers – Establishes minimum work wage and watered-down Fast-Food Council.
- **SB 476** – Food Handler Cards – Establishes guidelines for employers regarding food handling cards.
- **SB 525** – Healthcare Worker Minimum Wage – Enacts different minimum wage increases depending on the type of health care facility.
- **SB 497** – Retaliation Presumption – Establishes a 90-day rebuttable presumption for retaliation claims.
- **AB 594** – Local Enforcement of Employment Laws – Expands the ability of local “public prosecutors” to prosecute civil or criminal actions for violations of the Labor Code.
- **SB 700** – Cannabis Use – Makes it unlawful for employers to request information from applicants regarding prior use of cannabis.
- **SB 365** – Arbitration – Courts are no longer automatically required to stay the underlying litigation during an appeal.
- **AB 1076** – Non-Compete Agreements – Provides it is unlawful to include a non-compete in an employment contract.
- **SB 699** – Non-Compete Agreements – Establishes that non-competes are unenforceable regardless of where or when signed.
- **SB 723** – COVID-19 Rehire Rights – Extends existing law SB 723 until December 31, 2025.
- **AB 647** – Grocery Workers – Updates existing grocery retention law including expanding to include distribution center employees and adds a new right of action for enforcement.
- **AB 636** – Agricultural Employees – Requires notice of federal or state disaster declaration and requires visa employers to provide notice of employment-based information.
- **SB 362** – “Delete Act” – Amends existing data broker registration law and creates a single request for deletion of data by registered brokers.

- **SB 770** – Single Payer Healthcare – A step towards a single payer healthcare system and establishes a working group for recommendations.