



Dear Employee:

Welcome to our OSF Family! The Sisters of the Third Order of St. Francis welcome you as an employee of one of our affiliated corporations:

- OSF Healthcare System
- OSF Healthcare Foundation
- OSF Saint Francis, Inc.

Employment within OSF means assistance in fulfilling the Mission of The Sisters of the Third Order of St. Francis. Our Mission is to minister to the sick, poor, injured, aged and dying. Whatever your position, whether it involves providing direct patient care or serving in a supporting role, we are confident of your willingness to assist in our service of love and compassion to the people we serve.

Please review this Human Resources Handbook. If you have any questions relative to the policies and information contained herein, please request clarification through your Human Resources Department. It is our hope that your position will be rewarding and beneficial.

*The Sisters of the Third Order of St. Francis*

To view the Human Resources Handbook, please go to this website from any OSF computer:

<http://stager.osfhealthcare.org/hr/system.html>

The OSF HealthCare Employee Handbook is the first link at the top of the page.

A printed copy is available for your review in Human Resources. Printed versions are also available upon request to the Human Resources department.

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*\*Note - The Policy Number References the policy in the Human Resources Manual found in each department.  
Original - 1/1999 Revised Publications: 3/2001; 7/2003; 6/2003; 6/2005; 7/2008; 5/2010*

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## ABOUT YOUR HANDBOOK

The purpose of this handbook is to provide information of interest and importance to our OSF HealthCare employees. It serves as a general guide to OSF HealthCare and its Human Resources Manual, its policies, programs and benefits.

The contents of this handbook are subject to change at any time at the discretion of OSF HealthCare and are reviewed on a regular basis or as conditions warrant or require. OSF HealthCare reserves the right to revise, modify or delete any of the policies contained in the Human Resources Handbook and/or Human Resources Manual at any time.

**THIS INFORMATION CONTAINED HEREIN DOES NOT IN ANY WAY CONSTITUTE, AND SHOULD NOT BE CONSTRUED AS, A CONTRACT OR A GUARANTEE OF CONTINUED EMPLOYMENT BETWEEN OSF HEALTHCARE AND YOU. EACH EMPLOYEE HAS THE RIGHT TO END THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON. OSF HEALTHCARE HAS THE SAME RIGHT. NO ONE AT OSF HEALTHCARE HAS THE AUTHORITY TO MAKE ANY STATEMENTS OR PROMISES THAT CONTRADICT OR LIMIT THE AT-WILL RELATIONSHIP, EXCEPT BY A NOTARIZED WRITTEN AGREEMENT ENTERED INTO AND SIGNED BY THE CHIEF EXECUTIVE OFFICER OF OSF HEALTHCARE.**

OSF Human Resources provides a variety of information online and upon request, in printed form. Detailed information about the OSF HealthCare benefits package and the Human Resources Manual is available on the OSF intranet site. The Human Resources Manual is a manual of all OSF HealthCare policies pertaining to employees. These policies are regularly updated, and employees should refer to the online content when questions arise regarding specific employment situations.

Employees are encouraged to familiarize themselves with the contents of these online resources. Questions about the material contained in them may be directed to the employee's supervisor or the Human Resources Department.

Every effort has been made to ensure that the information is accurate and up-to-date. However, some of the information may have changed since publication. If an employee finds that to be the case, please contact the department supervisor or Human Resources for updated information.

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## Receipt and Acknowledgement Form

I acknowledge that I have received the intranet site address for the OSF HealthCare Human Resources Handbook and that I will visit this link in order to familiarize myself with the policies. I also acknowledge that I will abide by all OSF HealthCare policies, including the policies contained in both the Human Resources Handbook and the Human Resources Manual. If I do not fully understand my responsibilities or the Human Resources Manual information outlined in the Handbook, I agree to contact my supervisor or Human Resources for clarification. I understand that a copy of the Human Resources Manual is available online or in the Human Resources Department and may be accessed for my review. If I prefer a printed copy of this handbook, I agree to contact my Human Resources department.

I also understand that this handbook is not intended to create an employment contract and that my employment relationship with OSF HealthCare may be terminated by me or by OSF HealthCare at any time and for any reason with or without notice.

Any OSF HealthCare employee who has knowledge of any activity or behavior which is unethical, immoral or illegal must report this activity or observed behavior to his/her immediate supervisor or to the Vice President of Human Resources.

The Human Resources Handbook is a brief description of the OSF HealthCare Human Resources Manual and is not meant to change the provisions of the Human Resources Manual in any way. The policies may only be determined accurately by reading the OSF HealthCare Human Resources Manual and corresponding Summary Plan Descriptions. I also acknowledge that I have been informed of my rate of pay prior to my starting date and have received a Pay Schedule.

I agree to abide by all of the Health Insurance Portability and Accountability Act (HIPAA) and confidentiality requirements as detailed in the Human Resources Handbook, the Human Resources Manual and any other policy set forth.

**Please complete the following information and return this page to your Human Resources Department.**

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee I.D. #

\_\_\_\_\_  
Employee Name (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department

\_\_\_\_\_  
Social Security Number