

When it is necessary to release PHI, the Employer will comply with the standards and procedures set forth in the HIPAA regulations.

When using, or disclosing protected health information, the Employer will make every reasonable effort to limit protected health information to the minimum necessary to accomplish the intended purpose of the use, disclosure or request.

2. A breach of patient confidentiality of protected health information (PHI) by an employee may result in disciplinary action, up to and including termination of employment.

5.18 ADMINISTRATIVE LEAVE

A. POLICY

1. An Appointing Authority may place an employee on administrative leave with pay in circumstances where the health or safety of an employee or of any person or property entrusted to the employee's care could be adversely affected.

B. PROCEDURE

1. The Employer will provide the employee with notification when they are being placed on administrative leave. The length of the leave shall not exceed the length of the situation for which the leave is granted. For example, in a disciplinary situation such leave might extend until the Employer completes the predisciplinary process, investigates the alleged infraction and takes action or decides not to do so. Compensation for administrative leave shall be equal to the employee's base rate of pay.

5.19 DEFERRED COMPENSATION

A. POLICY

1. It is the policy of GCHD to provide the option of contributing to a deferred compensation program.
 - a. Under a Deferred Compensation Plan, income is deferred, and the resultant earnings are not subject to state or federal income tax at the time of withholding. Taxes are paid only when the money is withdrawn from the plan upon retirement or upon death, disability, or termination of employment, or if the employee experiences an unforeseeable emergency which qualifies for withdrawal of funds under the IRS regulations.
 - b. The total amount of compensation that can be set aside in any calendar year is limited by an amount indexed to the rate of inflation. Employees who are over 50 or who have failed to make maximum contributions in prior years may be able to make additional, "catch-up" contributions. Amounts deferred are not included on W-2 forms for state and federal income tax purposes; however,