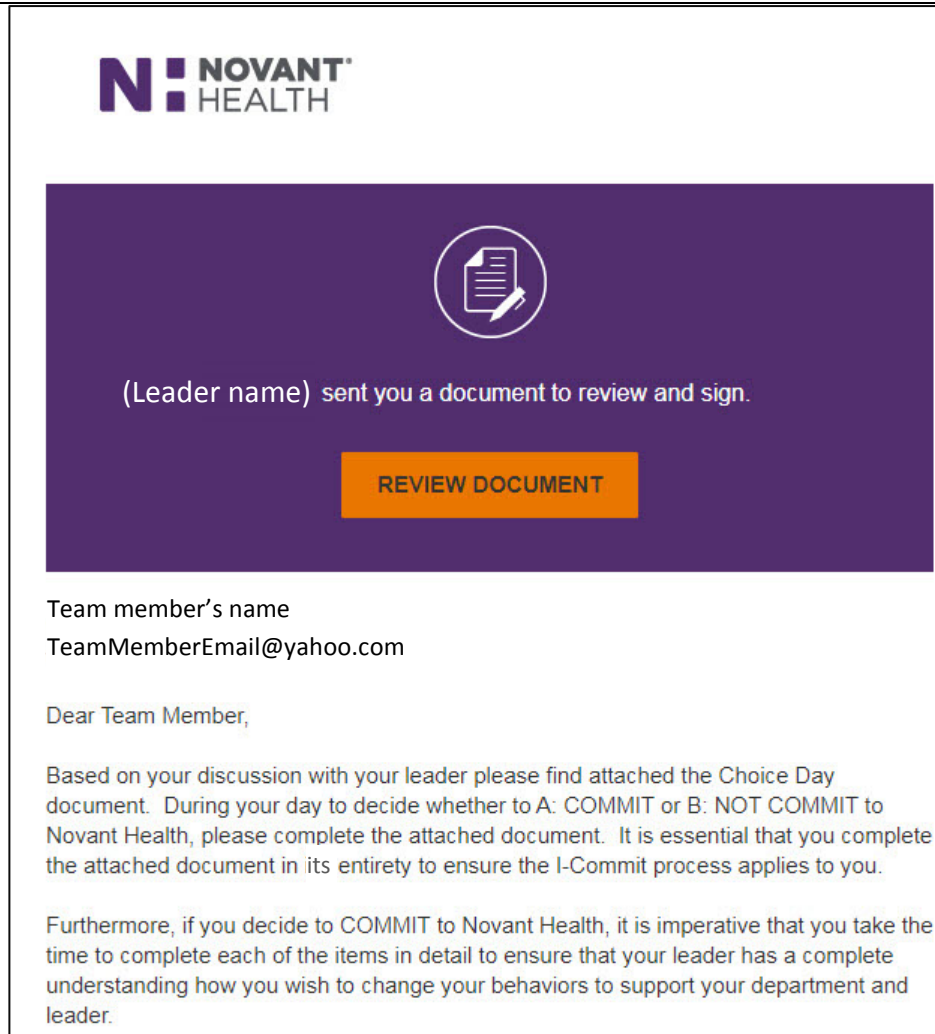


Quick reference guide for team members: I-Commit Choice Day

1. This QRG shows the team member how to complete the I-Commit Choice Day process.

2. The leader will send the team member an email to the team member's personal email account.

This shows an example of what the team member will receive. The team member will review the document by clicking **REVIEW DOCUMENT**.



Quick reference guide for team members: I-Commit Choice Day

3. The I-Commit template for team members displays.

The team member must click the “agree” box in the upper left and then the **CONTINUE** button (next to OTHER ACTIONS) to be able to continue with the document.

The screenshot shows a document review interface for a Novant Health document titled "I-COMMIT". The header includes the Novant Health logo and the text "Please Review & Act on These Documents". Below the header, there is a section for "Team member's name" with a placeholder for a profile picture and the text "Novant Health". A "Dear Team Member," greeting is followed by a link to "View More". A purple banner contains the text "Please read the Electronic Record and Signature Disclosure." and a checkbox labeled "I agree to use electronic records and signatures." which is circled in red. To the right of the banner are buttons for "CONTINUE" and "OTHER ACTIONS". The main content area features the Novant Health logo, the title "I-COMMIT", and a "Choice Day Acknowledgement" section. This section includes fields for "Team Member:" and "Leader:" with sub-fields for Name, Job Title, Dept#, Emp. ID#, and Date. A disclaimer at the top right of the main content area states: "DEMONSTRATION DOCUMENT ONLY PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE 999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200 www.docusign.com". The footer includes the text "Powered by DocuSign", a language selector for "English (US)", a link to "Terms Of Use & Privacy", and a copyright notice for "© 2019 DocuSign Inc. | V2R".

Quick reference guide for team members: I-Commit Choice Day

4. The team member enters the information requested in the **Team Member** section and the **Leader** section.

They then check one of the Choice Day options to **not return to work** and resign immediately, or to **return to work** and complete the improvement plan.

Note: The team member can scroll through the document, or click the prompts on the far left (see the orange box with START) to move from section to section.

Please review the documents below.

FINISH **OTHER ACTIONS ▾**

NOVANT HEALTH

I-COMMIT

Team Member:

Name:
Job Title:
Dept#:
Emp. ID#:
Date:

Leader:

Name:
Job Title:

Choice Day Acknowledgement

☐ I have decided that I will not return to work at Novant Health. By this action, I resign my position at Novant Health, immediately.

☐ I have decided that I will return to work and will follow all policies of Novant Health including correcting the specific behaviors outlined in this Positive Improvement Plan. I understand that I need to make immediate and sustained improvement to correct the behaviors outlined in this plan. I also understand that if in the future, I fail to follow the policies and procedures of Novant Health or the concerns outlined in this plan or if any additional problems or issues arise, my employment may be terminated.

The following are concerns that my leader has discussed with me:

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Quick reference guide for team members: I-Commit Choice Day

5. Scenario 1 – Team member chooses not to return.

Let's look at the two scenarios. In this scenario, the team member has chosen **not to return**.

They have filled in the information at the top (Team Member and Leader) and checked the circle indicating their choice to not return. They can scroll to the next section or click the orange **NEXT** button.

The screenshot shows a web form titled "I-COMMIT" for Novant Health. The form is divided into two main sections: "Team Member:" and "Leader:". The "Team Member:" section includes fields for Name, Job Title, Dept#, Emp. ID#, and Date. The "Leader:" section includes fields for Name and Job Title. Below these sections is the "Choice Day Acknowledgement" section, which contains two radio button options. The first option, "I have decided that I will not return to work at Novant Health. By this action, I resign my position at Novant Health, immediately.", is selected. The second option, "I have decided that I will return to work and will follow all policies of Novant Health including correcting the specific behaviors outlined in this Positive Improvement Plan. I understand that I need to make immediate and sustained improvement to correct the behaviors outlined in this plan. I also understand that if in the future, I fail to follow the policies and procedures of Novant Health or the concerns outlined in this plan or if any additional problems or issues arise, my employment may be terminated.", is unselected. At the bottom of the form, there is a section for "The following are concerns that my leader has discussed with me:". The form is powered by DocuSign and includes a footer with language and privacy links.

Enter text

FINISH OTHER ACTIONS ▾

NOVANT HEALTH

I-COMMIT

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www.docusign.com

Team Member:

Name: Team member name
Job Title: Nurse
Dept#: 0000
Emp. ID#: 000000
Date: 07/15/2019

Leader:

Name: Leader Name
Job Title: Manager

Choice Day Acknowledgement

☒ I have decided that I will not return to work at Novant Health. By this action, I resign my position at Novant Health, immediately.

☐ I have decided that I will return to work and will follow all policies of Novant Health including correcting the specific behaviors outlined in this Positive Improvement Plan. I understand that I need to make immediate and sustained improvement to correct the behaviors outlined in this plan. I also understand that if in the future, I fail to follow the policies and procedures of Novant Health or the concerns outlined in this plan or if any additional problems or issues arise, my employment may be terminated.

The following are concerns that my leader has discussed with me:

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Quick reference guide for team members: I-Commit Choice Day

6. Scenario 1 – Team member chooses not to return.

Note that when the team member chooses not to return, certain fields are inactive that would be active if the team member chose to return (For example: “**The following are the actions that I will take....**” is inactive on this screen.)

The next action the team member is prompted to take is to electronically sign the document.

The team member will click the **Sign** marker.

The screenshot shows a document titled "ICommit Choice Day - Document.docx" with a "NEXT" button in the top left corner. The document content includes the Novant Health logo, a red header stating "DEMONSTRATION DOCUMENT ONLY PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE 999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200 www.docusign.com", and the title "I-COMMIT". Below the title, it says "The following are the actions that I will take to correct and eliminate these concerns:". A red circle highlights a yellow "Sign" button with a downward arrow, located next to the "Employee Signature" field. The "Date" field shows "07/23/2019 | 9:37:24 AM PDT". There are also fields for "Leader Signature" and "Date".

Quick reference guide for team members: I-Commit Choice Day

7. Scenario 1 – Team member chooses not to return.

After clicking the **Sign** marker from the previous screen, an **Adopt Your Signature** screen will display to assist the team member in choosing an electronic signature.

The team member will enter their full name in the **Full Name** field and their initials in the **Initials** field. The system will suggest an electronic signature under **Preview**. The team member may customize the look of the signature by clicking **CHANGE STYLE**.

When they are satisfied with the look of their signature and initials, they click **ADOPT AND SIGN**.

Adopt Your Signature


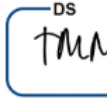
Confirm your name, initials, and signature.

* Required

Full Name* **Initials***

SELECT STYLE **DRAW**

PREVIEW [Change Style](#)

DocuSigned by:  F27461E6CD8947D...  DS

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.


ADOPT AND SIGN **CANCEL**

Quick reference guide for team members: I-Commit Choice Day

(7. Continued) Scenario 1 – Team member chooses not to return.

Here is what the document looks like after the team member has chosen their electronic signature and clicked **ADOPT AND SIGN** from the previous screen.

You can see the electronic signature and date and time stamp.



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I-COMMIT

The following are the actions that I will take to correct and eliminate these concerns:

If we do not hear from you within 24 hours, we will consider you as having resigned your position at Novant Health.

DocuSigned by:
Employee Signature Team Member Name
F27461E6CD8947D...

Date 08/17/2019 | 7:11:15 AM PDT

Leader Signature _____ Date _____

Quick reference guide for team members: I-Commit Choice Day

8. Scenario 1 – Team member chooses not to return.

The team member may scroll to the next section or click the orange **NEXT** button.

They are prompted to once again sign the next section of the document by clicking the **Sign** marker.

This time, the system remembers their signature and adds it.

After signing, the team member clicks **FINISH** to send the document back to the leader.

Select the sign field to create and add your signature.

FINISH **OTHER ACTIONS ▾**

NEXT

If you do not demonstrate significant and sustained improvement, this plan will be concluded, which will lead to the end of your employment with Novant Health. In addition to addressing the concerns outlined in this plan, if there are any additional concerns that arise, further actions may be taken.

We are optimistic that you will take this plan seriously and will meet its requirements. Please be aware, if you meet the requirements of this plan, your improved performance must be ongoing.

Your employment remains at-will and this document does not create an express or implied contract between you and Novant Health, Inc.

If you have any questions or if any information in this Plan is unclear, please ask me for clarification.

Employee Signature **Sign** Date 07/23/2019 | 9:49:20 AM PDT

Leader Signature Date



DocuSigned by:
Employee Signature Team Member Name Date 08/17/2019 | 7:11:15 AM PDT
F27461E6CD8947D...

Leader Signature Date

Please note that there are other actions the team member can choose when clicking the **OTHER ACTIONS** tab in the upper right.

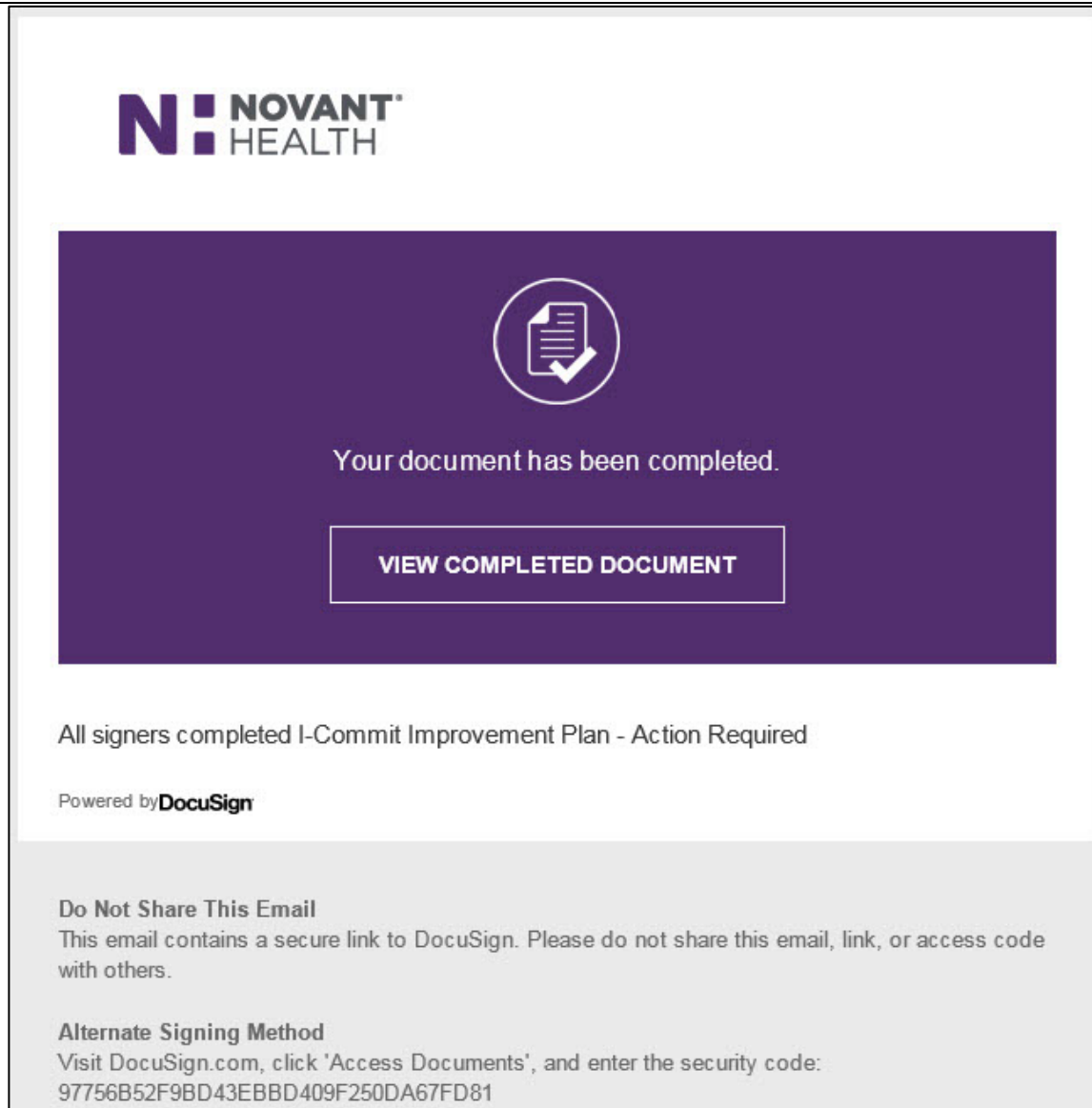
FINISH **OTHER ACTIONS ▾**

- Finish Later
- Decline to Sign
- Help & Support
- About DocuSign
- View History
- View Certificate (PDF)
- View Electronic Record and Signature Disclosure
- Session Information

Quick reference guide for team members: I-Commit Choice Day

9. **Scenario 1 – Team member chooses not to return.**

Once the leader has completed reviewing the document, the team member will receive another email. The team member can view the completed document by clicking **VIEW COMPLETED DOCUMENT**.



Quick reference guide for team members: I-Commit Choice Day

10. Scenario 1 – Team member chooses not to return.

After clicking **VIEW COMPLETED DOCUMENT**, the document will display and the team member has the option of downloading/printing it if desired.

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I-COMMIT

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Team Member:	Leader:
Name: hkjhkh	Name: Tim
Job Title: hkjhkh	Job Title: manager
Dept#: 000000	
Emp. ID#: 1234567788	
Date: 08/17/2019 <small>MM/DD/YYYY format</small>	

Choice Day Acknowledgement

☒ I have decided that I will not return to work at Novant Health. By this action, I resign my position at Novant Health, immediately.

☐ I have decided that I will return to work and will follow all policies of Novant

Quick reference guide for team members: I-Commit Choice Day

11. Scenario 2 – Team member chooses to return.

If the team member decides to commit to Novant Health, they will check the circle indicating their intention to return and to complete the improvement plan.

The other fields in the form will activate and allow information to be entered.

IMPORTANT: The text fields in DocuSign have a 3000 character limit (approximately 500 words or one page of single-spaced text.).

Team Member:		Leader:	
Name:	<input type="text" value="Team member name"/>	Name:	<input type="text" value="Leader name"/>
Job Title:	<input type="text" value="Nurse"/>	Job Title:	<input type="text" value="Manager"/>
Dept#:	<input type="text" value="0000"/>		
Emp. ID#:	<input type="text" value="000000"/>		
Date:	<input type="text" value="07/23/2019"/>		

Choice Day Acknowledgement

☐ I have decided that I will not return to work at Novant Health. By this action, I resign my position at Novant Health, immediately.

☒ I have decided that I will return to work and will follow all policies of Novant Health including correcting the specific behaviors outlined in this Positive Improvement Plan. I understand that I need to make immediate and sustained improvement to correct the behaviors outlined in this plan. I also understand that if in the future, I fail to follow the policies and procedures of Novant Health or the concerns outlined in this plan or if any additional problems or issues arise, my employment may be terminated.

The following are concerns that my leader has discussed with me:

Quick reference guide for team members: I-Commit Choice Day

12. Scenario 2 – Team member chooses to return.

The team member will scroll down (or click the orange **START** prompt on the left) to complete all sections of the form, sign in two places, and click **FINISH** to send the document back to the leader for review.

Enter text

FINISH OTHER ACTIONS ▾

I-Commit - Novant Health

START

Your success will be measured by...(for example, leader feedback, scores, patient feedback, etc.)

Test

If you do not demonstrate significant and sustained improvement, this plan will be concluded, which will lead to the end of your employment with Novant Health. In addition to addressing the concerns outlined in this plan, if there are any additional concerns that arise, further actions may be taken.

We are optimistic that you will take this plan seriously and will meet its requirements. Please be aware, if you meet the requirements of this plan, your improved performance must be ongoing.

Your employment remains at-will and this document does not create an express or implied contract between you and Novant Health, Inc.

If you have any questions or if any information in this Plan is unclear, please ask me for clarification.

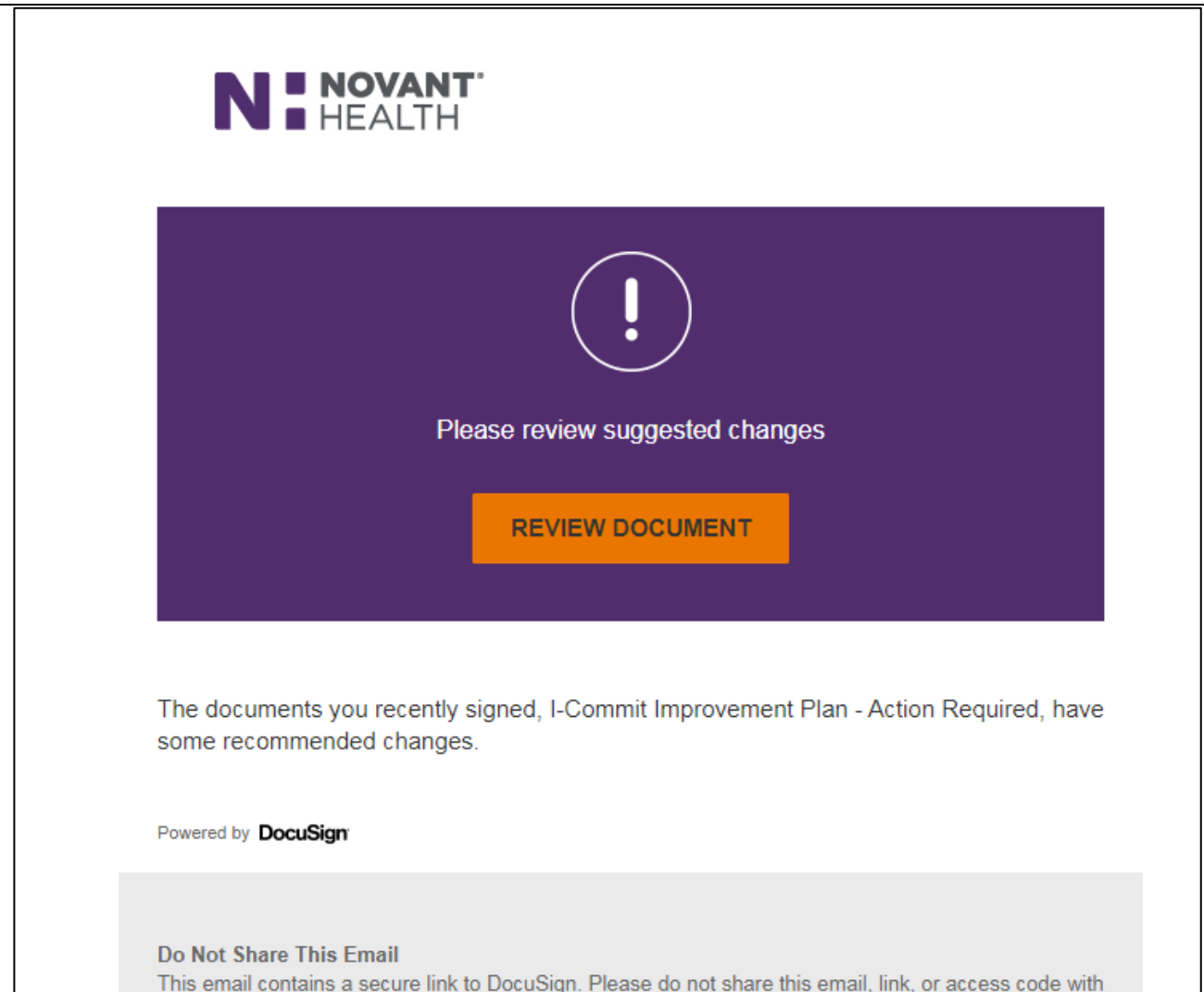
Employee Signature **Sign** Date 07/15/2019 | 9:29:46 AM PDT

Leader Signature Date

Quick reference guide for team members: I-Commit Choice Day

13. Scenario 2 – Team member chooses to return

After reviewing the document, the leader may need the team member to revise sections of the I-Commit document. If this happens, the team member will receive an email to **Please review suggested changes.** The team member will click **REVIEW DOCUMENT.**




Quick reference guide for team members: I-Commit Choice Day

14. Scenario 2 – Team member chooses to return

The team member reviews the document sections to see what the leader needs added and makes changes.

For each section that requires attention, there is an **Initial** marker on the right that the team member must click after adding the additional information. The leader has already initialed this area.

 I have decided that I will return to work and will follow all policies of Novant Health including correcting the specific behaviors outlined in this Positive Improvement Plan. I understand that I need to make immediate and sustained improvement to correct the behaviors outlined in this plan. I also understand that if in the future, I fail to follow the policies and procedures of Novant Health or the concerns outlined in this plan or if any additional problems or issues arise, my employment may be terminated.

The following are concerns that my leader has discussed with me:

Tardiness and work performance.

Please add the details we discussed.

I have been late 6 times in the last 2 weeks causing problems with the schedule. I have also been rude to several patients who have complained.



Quick reference guide for team members: I-Commit Choice Day

15. After adding all additional information to the required sections, and initialing the sections, the team member clicks **FINISH** to send it back to the leader.

Done! Select Finish to send the completed document.

FINISH **OTHER ACTIONS** ▼

or the concerns outlined in this plan or if any additional problems or issues arise, my employment may be terminated.

The following are concerns that my leader has discussed with me:

Tardiness and work performance.




Please add the details we discussed.

I have been late 6 times in the last 2 weeks causing problems with the schedule. I have also been rude to several patients who have complained.

NEXT

15

Quick reference guide for team members: I-Commit Choice Day

<p>16. Once the document is complete, the team member will receive an email indicating the document is complete and providing an option to view.</p>	<div><p>Your document has been completed.</p><p>VIEW COMPLETED DOCUMENT</p><p>All signers completed I-Commit Improvement Plan - Action Required</p><p>Powered by </p><p>Do Not Share This Email This email contains a secure link to DocuSign. Please do not share this email, link, or access code with others.</p><p>Alternate Signing Method Visit DocuSign.com, click 'Access Documents', and enter the security code: 97756B52F9BD43EBBD409F250DA67FD81</p></div>
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For more information about the I-Commit process, please contact the HR Service Center.