2016 Employees of the Month

Please vote by February 17

Connie Sears
January 2016

Brenda Weaver
February 2016

Ben Riley
March 2016

Sean Hamner
April 2016

Mary Welch
May 2016

Candy Donaldson
June 2016

Amanda Bonnett
July 2016

Sandy Smith
August 2016

Christian Conner
September 2016

Lisa Barrett
October 2016

Sharon McHenry
November 2016

Jennifer Romans
December 2016
Weston 5K Run and Wellness Walk

Wee Run (under 11) at 11 a.m.
Sat., April 22 at 10 a.m.
corner of East 2nd and Center Avenue in Weston, WV

Top Three Male and Top Three Female Finishers
$150 - First; $75 - Second; $25 - Third

Nine age groups - under 11; 11-15; 16-19; 20-29; 30-39; 40-49; 50-59; 60-69; 70+
Pre-registration $12 Race day $15

Only $3 Pre-registration Fee for Lewis County K-12 Students. First 200 receive shirt.

Registration includes champion chip and post race activities
Forms at www.stonewallhospital.com or cityofwestonwv.com
For more info call 304-269-8167

Coordinated by The City of Weston, Saint Patrick School and Stonewall Jackson Memorial Hospital

Social Recreation is paying for SJMH Employees Pre-Registration...Thank You!
Healthy Heart Fair

Tuesday, February 14
7 a.m. to 10 a.m.

The public is invited to come to the SJMH Lobby for healthy heart screenings including:
- blood pressure
- weight
- body mass index
- bone density
- pulse oximetry
- blood glucose
- great information.

Call Julia or Kristi at 304-269-8167 or 304-269-8099 for information.

National Wear Red Day
Friday, February 3, 2017

SJMH Mourns Passing of Radiology’s Elizabeth Lauglin

The staff of SJMH is saddened by the passing of Radiology’s Elizabeth Lauglin on February 9, 2017. Her entire obituary is at the website for the Harman Funeral Home in Shinnston - www.harmerfuneralhome.com. Visitation is Sun., Feb. 12 - noon to 8 p.m. and Mon., Feb. 13 - 10 a.m. to 1:30 p.m. Here Funeral Service is at 1:30 that day.

Please say prayers for her husband, mother and sister. The radiology department was so supportive of Elizabeth and her family ... a testament to the good people there.
ABSENCE and SICK PAY

REGULAR ATTENDANCE AND PUNCTUALITY

One of your greatest responsibilities is to come to work regularly and on time. In order for our team operation to run smoothly and efficiently, and to provide high-quality patient care, we must be present for work as scheduled on a dependable basis. Even the most skilled employees are of little value if they are excessively late or tardy.

Sometimes circumstances arise which make being absent or late for work unavoidable. However, we do not believe that each employee has a “right” to be absent for a certain number of days per year, regardless of the reason. Excessive or repeated absenteeism, particularly when avoidable, is not acceptable, and may subject an employee to disciplinary action. The fact that an employee has sick days available in the sick bank does not automatically excuse an employee’s absence. Regardless of the number of sick days one has accumulated, absences will be evaluated based upon all the circumstances surrounding the absence, including the employee’s overall attendance record and the reason for the absence.

Absenteeism – Absenteeism is defined as not being present at work when scheduled for any reason, except for jury duty, bereavement, holiday, education day, worker’s compensation or Family and Medical Leave. Each instance of absenteeism shall count as an occurrence for purposes of our attendance policy. Due to the nature of our hospital business, some department heads may have more flexibility than others. However, any unscheduled absence, except those covered by the reasons listed above, which requires overtime coverage or places a hardship on the department will be counted as an occurrence.

What Is Considered “Excessive”? To be as consistent as possible in applying attendance standards, we will adhere to the following regarding excessive absenteeism.

An employee working Over 30 hours per week:
At Orientation – Informal Counseling
4 occurrences – Verbal Warning
5 occurrences – Written Warning
6 occurrences – Placed on Probation for one (1) year
(While on probation, may have two (2) occurrences. More than 2 may result in discharge.)

An employee working Between 16 - 30 hours per week:
At Orientation – Informal Counseling
3 occurrences – Verbal Warning
4 occurrences – Written Warning
5 occurrences – Placed on Probation for one (1) year
(While on probation, may have one (1) occurrences. More than 1 may result in discharge.)

An employee working 0 - 15 hours per week:
At Orientation – Informal Counseling
1 occurrence – Verbal Warning
2 occurrences – Written Warning
3 occurrences – Placed on Probation for one (1) year
   (While on probation, may have zero (0) occurrences. More than 0 may result in discharge.)

Incidents (Occurrences) are counted on a rolling 12-month period. Employees having a balance of 4.5 incidents or more will not receive any paid leave time for that shift. Any further absences charged to the initial occurrence can be paid from the appropriate paid leave time (Sick, Vacation, Holiday) banks.

Tardiness means arriving at your work station any time after your scheduled starting time. Excessive tardiness includes:
   • Four (4) incidents of tardiness in any one (1) month period. If an employee has 4 incidents of tardiness in one month they will receive one (1) Occurrence as counted for absences. HR should be notified immediately. Appropriate discipline would apply.

Reporting Absence or Tardiness
   If you can’t come to work, it is important that you notify your immediate supervisor or the appropriate person within your department according to department policy by telephone. So that your work assignment can be adequately covered, you are expected to call in your absence each day that you must be off and at least one hour before your shift starts. Some departments may require earlier notice according to specific department policy. Failure to call in will result in your not being paid for the time off. Absence for two (2) consecutive days without calling in will be considered your resignation.
   You should also notify us when you expect to return to work. If you are off work for a number of days or if the work load demands it, a temporary person may be hired to do your job until you are able to return. Thus, if you return to work without advance notice, you may not be allowed to work that day.
   If you realize that you will be arriving late, you should also call in so that your work assignment can be covered until you arrive. If you must leave early, please be sure to notify your supervisor before you leave. Leaving early without permission may result in disciplinary action.

In Summary...
   1. We need you and count on your being at work.
   2. We want to know what’s happening with you -- call us to tell us when you are sick, running late, etc.
   3. We want to know when you will return to work-- so we can be sure your work is scheduled for you.
   4. Your attendance record is an important consideration in your performance review and in determining your suitability for job transfers or promotions. In addition, in fairness to those who must carry the workload of those who are absent or tardy, excessive absenteeism or tardiness will result in disciplinary action.
   5. If you are ill or injured, you will be paid for days off under the Sick Time program (See Sick Leave Section), as long as you comply with our policies and directives.
The prior occurrence scale was as follows:

An employee working Over 30 hours per week:
4 incidents – Informal Counseling
6 incidents – Verbal Warning
8 incidents – Written Warning
10 incidents – Placed on Probation for one (1) year
(While on probation, may have three (3) incidents. More than 3 may result in discharge.)

An employee working Between 16 - 30 hours per week:
3 Incidents – Informal Counseling
5 incidents – Verbal Warning
7 incidents – Written Warning
9 incidents – Placed on Probation for one (1) year
(While on probation, may have three (3) incidents. More than 3 may result in discharge.)

An employee working 0 - 15 hours per week:
2 incidents – Informal Counseling
4 incidents – Verbal Warning
6 incidents – Written Warning
8 incidents – Placed on Probation for one (1) year
(While on probation, may have two (2) incidents. More than 2 may result in discharge.)

Incidents (Occurrences) are counted on a rolling 12-month period. Employees having a balance of 4.5 incidents or more will not receive any paid leave time for that shift. Any further absences charged to the initial incident can be paid from the appropriate paid leave time (Sick, Vacation, Holiday) banks.

Tardiness means arriving at your work station any time after your scheduled starting time. Excessive tardiness includes any one of the following:

- Four (4) occurrences of tardiness in any twelve (12) consecutive month period.
- Tardiness more than once in any two-week period.

The new occurrence scale will be as follows: Effective 4/3/16

An employee working Over 30 hours per week:
During Orientation – Informal Counseling
4 occurrences – Verbal Warning
5 occurrences – Written Warning
6 occurrences – Placed on Probation for one (1) year
(While on probation, may have two (2) occurrences. More than 2 may result in discharge.)

An employee working Between 16 - 30 hours per week:
During Orientation – Informal Counseling
3 occurrences – Verbal Warning
4 occurrences – Written Warning
5 occurrences – Placed on Probation for one (1) year
(While on probation, may have one (1) occurrence. More than 1 may result in discharge.)

An employee working 0 - 15 hours per week:
During Orientation – Informal Counseling
1 occurrence – Verbal Warning
2 occurrences – Written Warning
3 occurrences – Placed on Probation for one (1) year
(While on probation, may have zero (0) occurrences. More than 0 may result in discharge.)

Incidents (Occurrences) are counted on a rolling 12-month period. Employees having a balance of 4.5 occurrences or more will receive no paid time for the first missed shift. Consecutive missed shifts for the same reason as the initial absence can be paid from one of the appropriate banks (Sick-own illness only), Vacation, Holiday, Personal, Birthday).

Tardiness means arriving at your work station any time after your scheduled starting time. Excessive tardiness includes:

- Four (4) incidents of tardiness in any one (1) month period. For every four (4) incidents of tardiness in one month they will receive one (1) Occurrence, same as counted for absences. HR should be notified immediately and appropriate discipline would apply. 4 incidents = 1 occurrence, 8 incidents = 2 occurrences, 12 incidents = 3 occurrences, etc.

What constitutes an Occurrence?

Absent one complete shift
= 1 Occurrence

Absent more than ½ shift
= 1 Occurrence

Absent less than ½ shift
= ½ Occurrence

No fault Occurrence Policy.
Absence of a scheduled shift for any reason other than FMLA, Jury, W/C, & Death in immediate family
Upcoming 2017 SJMH Events

March 18 – Awards Dinner, employees cannot bring liquor to event
March 30, 6 to 8:30 – Skating Party at Skateworld
April 8, at 8 a.m. – Weston Cleanup of town and playgrounds
April 8, at 6 p.m. – Egg Hunt at Lewis County Park
April 22 at 10 a.m. – Weston 5K – SJMH employees are free
May 7-13 – Hospital Week
July 20 – starting at 5 p.m – SJMH Picnic
November 24, - Weston Christmas Parade –
Electric Light Floats, theme is Christmas Around The World

FREE EKGs for SJMH Employees Only

SJMH’s Healthy Heart Fair
on Tuesday, February 14

We will be giving the EKGs between 10 a.m. and 2 p.m. only in Respiratory Care

The Theresa South Hospital Auxiliary will have our annual Floating Punchbowl Tuesday, February 14 from 2 to 4 p.m. in the SJMH Boardroom
Come for some punch and treats!
WEST VIRGINIA HEALTHCARE HUMAN RESOURCES HEALTH OCCUPATION SCHOLARSHIP
2017 APPLICATION FORM

NAME: ___________________________ DATE: __________

MAILING ADDRESS: ___________________________ HOSPITAL: __________

PHONE NUMBER: ___________________________ Current GPA: _______

Minimum GPA 3.0 met: Yes No

School selected to attend: ___________________________

HEALTH OCCUPATION GOAL/DEGREE TITLE: ___________________________

Additional comments: ___________________________

PLEASE INCLUDE: All items must be included for the application to be considered as complete and received by your HR Department by Friday, April 14, 2017.

One Page Resume
Essay outlining career goals and the reason for your interest in this scholarship
Volunteer activities
Community service activities
Leadership roles/experience
Two (2) completed references, one personal and one educational
Official transcript of most recent grades in a sealed envelope from the guidance counselor or registrar’s office

Return to Human Resources by April 14, 2017.
Username and Password Format

**Username:** first four letters of last name, first letter of first name and last four numbers in employee number.

**Password:** first name – all in lower case.

**Example:** John Smith, Employee Number 02422
**Username:** smitj2422 **Password:** john

*Note: For those with employee numbers that have leading zero, do not include the zero.

**Relay for Life Bingo**

On February 25, 2017, the Dreamers & Fighters Relay for Life Team will be having a Pampered Chef/Thirty-One/Primitive Bingo. Doors open at Noon with bingo starting at 1:00 P.M. There will be 20 bingo games and one coverall. All proceeds benefit the American Cancer Society. The Lewis County Relay For Life Annual Event is scheduled for June 10, 2017 at the Robert L. Bland Middle School Athletic Field. Any survivors or participants interested in the event or additional information about the event or bingo, please call Susan Thompson at (304)871-9086.

**Due: October 31st**

Username and Password Format

**Username:** first four letters of last name, first letter of first name and last four numbers in employee number.

**Password:** first name – all in lower case.

**Example:** John Smith, Employee Number 02422
**Username:** smitj2422 **Password:** john

*Note: For those with employee numbers that have leading zero, do not include the zero.

**Tip:** Remember to check periodically throughout the year to see if additional courses have been added to your list.

**Questions/Concerns?**

Contact Staff Education: 304-517-1488
Visit the SJMH Auxiliary Gift Shop

Great Baby Gifts

Now carrying personal care products