Valentine’s Celebrations Galore –
Health Fair, Birthday Fetes and Floating Punch Bowl

The Staff at SHOT (pictured at left and at right) held a wonderful Valentine’s Party for staff celebrating birthdays in February. You can find their special Valentine’s boxes on the next page. They were extra special creations.

Twenty-five people took advantage of our annual Healthy Heart Fair on Valentine’s Day. Thanks to the SJMH staff who participated!

The Theresa Snaith Hospital Auxiliary presented sweets and punch for Hospital staff during Valentine’s Day.
Entries For SHOT Valentine’s Boxes
As a reminder there is a PALS course being offered on Tuesday and Wednesday, March 7th and 8th for anyone needing the class. There is also a class on March 24th and 25th but there is minimal space remaining in that one. If you or any of your staff are interested please get in touch with me and I will get the study materials to the appropriate people.

Thanks - Evelyn McCourt, RN

Pat on the Back
For Amy and Kelsey in Lab, Amy drew my four-year-old granson’s blood. I did not think there were enough people there to hold him down. Amy said they would be fine. They both explained in detail each step to him. Amy got the blood on the first stick. No tears! Thanks to them for keeping him calm. He will never remember this as a bad experience.

UNITED WAY OF GILMER, LEWIS & UPSHUR

HOLLYWOOD NIGHTS

$1,000 Drawing

Friday, March 10, 2017
Stonewall Resort Roanoke WV
Social 6:30 – Dinner 7:00 – Drawing 8:00

$35 Donation - Per Person

Ticket holder entitled to one admission, one dinner

See Diane Ocheltree or Derek Garrett for tickets!
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.

Absenteism – Absenteism 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
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
Pork Barbecue FUNDRAISER
Mon., Feb. 27
5 p.m. to 8 p.m.

Pulled Pork Dinner including pulled pork sandwich, coleslaw, beans, chips, dessert, drink

$10

Ground floor of Stonewall Jackson Memorial Hospital
to benefit Cheryl Davis and Debbie Randall

Reserve your meal with the order form in your department by Feb. 25.

For Relay for Life
Hey Rosa,
Would you please encourage your team to Register before February 25th? We are having a contest where anyone who raises $200.00 as a participant, they can earn a Relay Sweatshirt. This contest is between February 25th and March 1st. I can apply to folks during that time and they will get that sweatshirt. BUT, I need them registered.

Upcoming 2017 SJMH Events

March 18 – Awards Dinner, employees cannot bring liquor to event
March 30 - Doctors’ Day Breakfast - 7 to 9 a.m.
March 30, 6 to 8:30 – Skating Party at Skatetworld
April 1 and 8 - Rotary Blood Screening
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
April 25 - Auxiliary Getting To Know You Dinner - 6 p.m.
May 7-13 – Hospital Week
July 20 – starting at 5 p.m – SJMH Picnic
October 19 - Annual Golf Tournament
November 24, - Weston Christmas Parade – Electric Light Floats, theme is Christmas Around The World
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 cover-all. 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.

Uniform SALE

Thurs., March 16
7 a.m. to 4 p.m.
Fri., March 17
7 a.m. to Noon
SJMH Board Room

Stethoscopes, Pen lights, Bella Taylor Handbags, Klogs, Grey’s Anatomy, and Dansko Shoes, Wide Variety of Uniforms, Therapeutic Socks in Assorted Colors

Stonewall Home Oxygen Therapy
Hannifin Place Mall I-79 and Route 33, Weston
Phone 304-269-0100 Open 8 to 5 Mon.-Fri.

www.shotofcolors.com
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 $15 Race day $20

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!
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
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
Stonewall Jackson Memorial Hospital welcomes Tanya Wynn, MD, to its experienced team of OB/GYNs. As a physician skilled in caring for the obstetric and gynecologic needs of women throughout their adult lives, Dr. Wynn is devoted to delivering excellent care to every patient... every time.

**Services include:**
- Annual gynecologic exams
- Menstrual disorders
- Family planning
- Ultrasounds
- Gynecologic surgery, including laparoscopy, colposcopy and LEEP
- Menopause management

**Contact Information:**
- **SJMH**
  - 304-473-0670
  - 132 Cinema Circle
  - Buckhannon, WV 26201

- **Weston**:
  - 304-269-3108
  - 66 Hospital Drive, Suite 104
  - Weston, WV 26452