C. Gregory (Greg) Cunningham was recently named to the Stonewall Jackson Memorial Hospital (SJMH) Board of Directors. Cunningham has been a member of the Hospital Company for several years, and is replacing local dentist Robert Bennett, D.D.S. on the Board.

Greg noted that he is pleased to join the Board and understands the importance of Stonewall Jackson Memorial Hospital to the local area.

“I feel that a strong, viable healthcare system is critical for the residents of Lewis and surrounding counties. From my own professional experience, I understand that when it comes to business development with the downturn in the energy industry, that it is now more important than ever to promote a strong, healthy community,”

Greg was raised in Lewis County outside of Weston on Sassafras Run. He now lives at Troy (Gilmer County) with his wife Tina, and three sons – Tyler, Austin, and Colby.

In his professional career, Greg has over twenty-seven years of land acquisition experience in the local area. He is the former land manager for a major Fortune 500 energy company where he was responsible for the management of land acquisition of subsurface mineral rights. He was responsible for the management of land staff with day-to-day operations related to gas exploration and production in West Virginia and Pennsylvania. He has extensive experience in acquiring surface rights necessary for the construction of major pipelines and gathering systems including a 30-mile, 24-inch natural gas line lying in central West Virginia with an acquisition budget exceeding $10 million. He is presently employed by GAI Consultants. Former employers included CONSOL Energy, Dominion Exploration, CNG, Eastern American Energy Corporation and Smith Land Surveying.

Cunningham is a graduate of Lewis County High School and received his associate degree in land surveying at Glenville State College, and then received his bachelor of science in business management from Glenville. Cunningham is also a Certified Professional Landman and accredited through the American Association of Professional Landmen (AAPL).

His other professional memberships include: Michael Benedum Chapter AAPL (MLBC), Past President of West Virginia Oil & Gas Association; and Independent Oil and Gas Association of West Virginia Cunningham knows the importance of supporting civic organizations and has served on the: Board of Directors Lewis County Senior Citizens; Board of Directors Lewis County Economic Development Authority; Board of Directors Lewis County Chamber of Commerce; Executive Committee for Stonewall Jackson Resort Foundation; Former Director of Gilmer, Lewis, Upshur United Way; and Former Director of Mountain Lakes Convention and Visitors Bureau.

SJMH CEO Avah Stalnaker is happy with Cunningham’s selection.

She noted, “We are pleased to welcome a resident from Gilmer County to the Board. Gilmer County is part of our primary market area and we are pleased to support our continued outreach to that area. Greg brings a wealth of experience from the oil and gas industry. His business acumen can help us refine policies, procedures and priorities here at SJMH.”
So what is going on with the PRN Rate?

Several employees have asked the question about the PRN rate and how it will be affected by the new Job Grade System that is now in place. If you currently work here as a PRN employee, the short answer is... nothing. Your pay rate will not decrease. In the future however, the policy of all PRN employees receiving a 15% increase in their salary will no longer be the case. This change is necessary for two reasons:

With the changes in the Affordable Care Act that require health insurance to certain individuals, the hospital can no longer pay the higher rate and cover those same folks with health insurance. Nothing magical, the hospital just can’t afford to do both.

Now that we have a much more consistent and equitable way to pay staff with the Pay Grade System, these 15% variances would if continued, over time destroy the equitable nature of the system.

So if you are PRN, thank you for working with us through what may be a confusing time. Rest assured that your pay will not decrease if you remain PRN. If you would happen to apply for and be offered a full-time job in the same pay grade, we will look to our system to determine where your FT rate would be. The same would be true if a FT employee wishes to cut back and become a PRN employee. Each person will be reviewed on a case by case basis for equity.

Please do not hesitate to contact Human Resources with any specific questions about these changes. We appreciate all that you do for our patients and staff every day. We thank you.
MEMORANDUM

DATE: February 18, 2016

TO: Employees

FROM: Avah Stainaker, M.H.A.
Chief Executive Officer

SUBJECT: Attendance/Tardiness

It is the responsibility of each of us to come to work regularly. We must be present at work for our operations to run smoothly, efficiently and enable us to provide excellent care. Some absences are due to illness and most of us get sick once in a while, but excessive or repeated absenteeism is not acceptable.

Changes to the attendance/tardiness policy were necessary for Stonewall Jackson Memorial Hospital (SJMH) to continue providing efficient and effective care to our patients. Attached please find the revised attendance/tardiness policy which will take effect April 3, 2016. The major change to the attendance policy is that there has been a decrease in the number of occurrences before an employee receives discipline and how many occurrences an employee can have in a year. For example, the old maximum number of occurrences was twelve (12), and now it is eight (8).

Another change effective April 3, 2016, is in the tardiness policy. The current policy is:

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 policy is less restrictive than the policy stated above. Currently, being late more than once in a two week period would equal two times in a month. The new policy is four times in a month. The definition of tardiness has not changed and is arriving at your work station any time after your scheduled starting time. All of us should come to work early enough to take off our coats, get a drink, breakfast or whatever we do so that at the time we are scheduled to start work we are in our departments and ready to work.

In other words, no matter how you feel (unless infectious) – get up, dress up, show up and never give up.

Thank you for all you do.

AS/jag
I. POLICY

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.

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 may be paid for days off under the Sick Time program (See Sick Leave Section), as long as you comply with our policies and directives.

II. DEFINITIONS

Absenteism – Absenteism is defined as not being present at work when scheduled for any reason, except for jury duty, bereavement, holiday, vacation, education day, worker's compensation, pre-approved physician appointment or outpatient surgery or the absence qualifies under Family and Medical Leave. Each instance of absenteism other than those just listed shall count as an occurrence for purposes of our attendance policy. HR should be notified immediately by the Supervisor/Manager. Appropriate discipline would apply.

1 (one) Incident (Occurrence) - any consecutive days of absence for the same related reason.

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 may be paid from the appropriate paid leave time (Sick, Vacation, Holiday) bank.
Partial occurrences

If an employee goes home sick during a shift, a full occurrence may not apply. If the employee has worked at least ½ of their scheduled shift, they will only receive ½ of an occurrence. If the employee has not worked at least ½ of their scheduled shift, they will receive a full occurrence. The same rule applies if the employee reports to work after calling off sick and works at least ½ of their scheduled shift. (Please refer to the Sick Policy for details)

If an employee has approval for outpatient surgery or a physician’s appointment and the proper form was completed and signed by the Supervisor and the Physician, they could be allowed to be paid from their sick bank without an occurrence. (Please refer to the Sick Policy for details)

Tardiness

Tardiness means arriving at your work station anytime 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 by the Supervisor/Manager. Appropriate discipline would apply.

III. PROCEDURE
The following guidelines will be applied during a rolling 12-month period:

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) occurrence. 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.)
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, especially those providing direct patient care, may require earlier notice such as two hours according to specific department policy. Failure to call in will be considered a "no call no show" occurrence and 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.

The employees absence for any other reason than their own illness will be paid from either holiday or vacation banks.

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**OVER 30 HOURS PER WEEK:**

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**BETWEEN 16 - 30 HOURS PER WEEK:**

| 9 - Probation | 9 | 100% | 5 | 5 | 5 |
| 8 | 9 | 0.8889 | 5 | 4.4444 | 4.5 |
| 7 | 9 | 0.7778 | 5 | 3.8889 | 4 |
| 6 | 9 | 0.6667 | 5 | 3.3333 | 3.5 |
| 5 | 9 | 0.5556 | 5 | 2.7778 | 3 |
| 4 | 9 | 0.4444 | 5 | 2.2222 | 2.5 |
| 3 | 9 | 0.3333 | 5 | 1.6667 | 1.5 |
| 2 | 9 | 0.2222 | 5 | 1.1111 | 1 |
| 1 | 9 | 0.1111 | 5 | 0.5556 | 0.5 |

**0 - 15 HOURS PER WEEK:**

| 8 - Probation | 8 | 100% | 3 | 3 | 3 |
| 7 | 8 | 0.875 | 3 | 2.625 | 2.5 |
| 6 | 8 | 0.75 | 3 | 2.25 | 2 |
| 5 | 8 | 0.625 | 3 | 1.875 | 2 |
| 4 | 8 | 0.5 | 3 | 1.5 | 1.5 |
| 3 | 8 | 0.375 | 3 | 1.125 | 1 |
| 2 | 8 | 0.25 | 3 | 0.75 | 0.5 |
| 1 | 8 | 0.125 | 3 | 0.375 | 0 |
United Way of Gilmer, Lewis & Upshur Elimination Dinner

$1,000 Drawing

Friday, March 18, 2016
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
One chance to win all the prizes.
Need not be present to win.

MENU
Greens with Tomato, Cucumber & Shredded Carrot, Choice of Dressing.
Penne with Grilled Chicken Breast, Roasted Cherry Tomatoes &
Four Cheese Alfredo
Sliced Roast Beef with Scratch Gravy
Broccoli & Cheddar Casserole
Potatoes O'brien
Apple Pie & Chocolate Mint Cake

Contact Derek Garrett at 997-8646
For Your Ticket

Rotary Blood Screening

Sat., April 2 and Sat., April 9 from 7 a.m. to 10 a.m.

HEALTH FAIR PANEL - $35; PSA - $20
THYROID PANEL - $15; HEMOGLOBIN A1C - $15; BLOOD TYPING - $10
All participants should fast for 12 hours. All analyses are performed on a small sample of blood. There will be NO PREREGISTRATION. 46 different tests performed.

(304) 269-8000    www.stonewallhospital.com
Upcoming Events

SJMH Focus Group at SJMH - Fri., Feb. 26 from 10 a.m. to noon.

SHOT Uniform Sale - Thurs., Fri., March 10 and 11 - SJMH Board room.

SJMH Skating Party - Thurs., March 10, 6 to 8:30 p.m. at Bridgeport Skate World

SJMH Awards Dinner - Sat., March 12, beginning at 5:30 p.m. at Stonewall Resort

SJMH Easter Egg Hunt - Sat., March 19, at noon at Lewis County Park

Doctors' Day - March 30

Weston Cleanup - Sat., April 9 beginning at 8 a.m. in downtown; cleanup of playgrounds will happen too.

Weston 5K Wellness Walk/Run - Sat., April 16, at 10 a.m. in downtown Weston

2016 National Hospital Week - May 8-14, 2016

SJMH Picnic - Fri., July 15, all day at the Lewis County Park

Focus Group Members Needed
The Lewis County Health Department and Stonewall Jackson Memorial Hospital are conducting our Community Assessment to find out what our residents feel are the most pressing health issues we have in the community. We have done an online survey and 330 people participated. Now we are having a Focus Group on Fri., Feb. 26 from 10 to noon here at the Hospital and would love to hear your thoughts. Please contact Marketing at 304-269-8167 to reserve your spot...Thanks!

We Are Having A Uniform SALE
Thurs., March 10
7 a.m. to 4 p.m.
Fri., March 11
7 a.m. to Noon
in the SJMH Boardroom

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

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

Visit www.shotoofcolors.com
Weston 5K Run & Wellness Walk
Sat., April 16, 2016 @ 10 a.m.
Corner of East Second St. and Center Ave., Weston
Return to Julia Spelsberg, SJMH, 230 Hospital Plaza, Weston, WV 26452
Please make checks payable to Weston 5K Run and Wellness Walk

Complete this form and sign the waiver.

(PLEASE PRINT)

□ 5K Run

□ 5K Walk

Date of Birth (mm/dd/yy) ___________________________ Age _______

Gender □ M  □ F

Last Name_______________________ First Name ___________________________

Address______________________________________________

City ______________________________ State __________ Zip _________________

Phone ___________________Email ________________________________________

(Email used for sending race information only)

T-Shirt Size (Circle one):

Youth: L  Adult: S  M  L  XL  XXL

VOLUNTEERS

□ I am walking and would like more information on volunteering before and after the walk.

□ I am unable to walk but would like to be a volunteer.

WAIVER: I know that running or walking a road race is a potentially hazardous event, and I should not enter and run or walk unless I am medically able and properly trained. I agree to abide by any decision of a race official relative to my ability to safely complete the run or walk. I assume all risks associated with running or walking in this event including, but not limited to falls, contact with other participants, the effects of weather, including high heat and /or humidity, traffic, and the conditions of the road, all such risks being known and appreciated by me. Having read this waiver and knowing these facts and in consideration of your accepting my entry, I, for myself and anyone entitled to act on my behalf, waive and release Stonewall Jackson Memorial Hospital, the City of Weston, and St. Patrick Church/School for the Weston 5K Run and Wellness Walk, and all sponsors their representatives and successors from all claims or liabilities of any kind arising out of my participation in this event even though that liability may arise out of negligence or carelessness on the part of the persons named in this waiver. I grant permission to all of the foregoing to use any photographs, motion pictures, records or any other record of this event for any legitimate purpose. Race will be held regardless of weather conditions. Registration is final, no refunds.

Signature Required

Signature of entrant (Guardian if under 18) and date

___________________________________________________/______________

Date

Registration fee: $15 □ paid  $20 on race day □ paid

Social Recreation will be paying the $15 fee for our employees to participate in the Weston 5K!