



Welcome:

Sandra Fye, Aurora, EPV, Housekeeping Department
Brittany Eastman, Aurora, MCHI Housekeeping Department

Welcome Back:

Tyler Weakland, Phillips, Maintenance Department
Becky Petersen, Hampton, MCC, MA/NA

EMPLOYEE OF THE MONTH:

Ruby Andersen, RN at Memorial Hospital has been selected as MCHIs July, 2010, Employee of the Month. Ruby is very caring and kind to both patients and staff.



She is very interested in others and promotes a caring environment to both the workforce and community. Congratulations Ruby!

SERVICE AWARDS PICNIC

The MCHI Service Awards Picnic will be held on Thursday, July 15th, 2010, at the Leadership Center. The picnic will be served from 5:30-6:00 pm with the presentation of the service awards beginning at 6:15 pm. The inside pool and gym will be available along with the outside horseshoes, volleyball, paddle boats and fishing. If you plan to fish, you will need to bring your own fishing equipment. Plan on attending for an evening of fun. Honored employees are:

5 YEARS

Frances Bottorf
Marilyn Danhauer
Nicole Dvorak
Sandra Oxley
Shirley Schacht

15 YEARS

Deb Auch
Carla Carlson
Kathy Davis
Rod White

35 YEARS

Dale Saddler

RETIREES

Susie Adams
Liz Bicknase
Eileen Eastman
Jolene Fox
Patty Wall

10 YEARS

Jeannie Allen
Bertina Anderson
Kristen Anderson
Tara Berthelsen
Kelly Elge
Joyce Friesen
Margie Gross
Sheryl Hall
Dara Hoselton
Becky Prieto
Patty Wall

20 YEARS

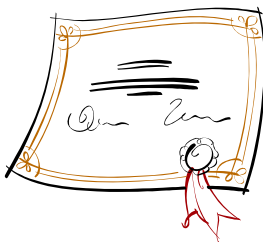
Bob Brown

25 YEARS

Liz Bicknase
Nellie Nietfeld

30 YEARS

Marcia Bergmark
Pam Janzen
Linda Higbea
Ann Oswald



DEPARTMENT OF THE MONTH:

The Clinic/Hospital Financial Merge Department have worked very hard to prepare for the clinic/hospital financial



Marcy Hohnholt and Dara Hoselton. Not pictured, Connie Krause

merge. They have kept up with their regular work plus worked on cleaning up patient numbers, insurance codes and other things. They have attended several meetings and conference calls with little complaint. Healthland has begun testing and these three respond to the call of duty to make sure this piece of Healthland can be ready for the Physician Practice Documentation to load.

Have you (or someone you love) had your mammogram this year? Remember, The American Cancer Society recommends yearly mammograms starting at age 40 and continuing for as long as a woman is in good health. Call Ext. 8258 to schedule your appointment.

HIPAA TRAINING

Two hundred seventy-two (272) employees completed the mandatory annual HIPAA training. Only five employees didn't get it done. Our goal for OSHA training in September **100% completion**.

CONSTRUCTION UPDATE:

The Bid opening for the first package of our building project was Monday, June 28. This bid included the exterior work needed for the 3 new additions - dietary, MCC, and ER. It included the rough in work, structural, brick, roofing - all the things needed to enclose it so work can continue. The Board members present approved the lowest bid for each area of work. Before actual dirt work begins there has to be what they call "shop drawings" completed and approved. We should see work begin, though, in the next 2-3 weeks.

The Board is working on an official "Ground Breaking" which will take place in early August. More to follow.

The first preliminary things to happen will be moving the walk-in freezer, moving the oxygen tanks, and creating a new ER door in the East lobby. Once construction begins, both the ER door and the Admissions door will not be accessible. During the day all patients will be asked to enter either through the Clinic and directed to Admissions or enter through the East lobby. After clinic hours, all patients, visitors, walk-in ER's, ambulance, etc, will have to enter through the east lobby. Articles will be placed in the paper and letters sent to the local ambulance services. I am open to any suggestions to help get the word out.

Of course this is only the first package and is only about 20% of the total work to be done. We are still on track for the rest of the work to be completed for a second bid package the end of July. A lot of decisions have to be finalized and many more made in the next 2-3 weeks to stay on target. The final package is all the finish work of the 3 new additions and all the remodeled spaces. Remember, in your planning, change orders are expensive! We will be seeing a color board from the interior designer soon with flooring and paint samples.

Let the fun - mess - noise - moving - begin.

FIRE ALARMS

Due to a regulatory requirement, the fire alarms are no longer directly connected to the local dispatcher; instead, they are monitored by a private company called NECCO. The fire alarms will ring into NECCO, and NECCO will contact the fire department. This should not cause a delay in response.

So what do you need to do differently in the event of a Fire Alarm? The answer is *nothing is different*. If the fire alarm goes off, the Dr. Red process remains the same.

This is a required process change which will allow greater assurance that our fire alarms are working properly.

FAQs

My PTO bank is full and I want to save my regular PTO until close to my anniversary date. You never know when an emergency might come up. My supervisor said I shouldn't wait so long to use my PTO. Is it ok if I just wait anyway?

This is a situation we run into on occasion; employees want to save their PTO to the end of their anniversary, something happens and they don't get their PTO used, and then they don't receive the full amount of new PTO because they met the maximum limit. Your supervisor (and you!) don't want that to happen.

The purpose of having banked PTO is for those emergencies. If your PTO bank is full, go ahead and use your regular PTO. If an emergency comes up, you can always use your banked PTO. In the future, if you don't use all your PTO, it will automatically be banked. Remember, you have until the last day of the pay period in which your anniversary date falls to use your regular PTO.

Is there a spot where I can always find job notices?

A goal of HR is to insure all employment opportunities are posted in-house a minimum of one week prior to opening the position to outside applicants. We have been trying to post notices on various bulletin boards but sometimes things happen: bulletin boards are already full, notices get covered up or maybe even thrown away. Any of these things can be frustrating if you find out about a position that was open and has already been filled.

We are improving the process so all employees will know where to find employment opportunities. All job opportunities will be posted on the two new bulletin boards by the pharmacy and dietary time clocks. These bulletin boards will be used **ONLY** for job opportunities. In addition, a designated area by the EPV time clock has also been identified for job opportunities. Finally, there is a new bulletin board/white board outside Laurie's office where all job opportunities will be listed. These 4 locations will always have the current employment notices.

SHREDDING UPDATES:

We will again be changing shredding companies **AFTER** the July 21 pickup date. Paper Tiger will be the "back again" shredding company. They gave us an excellent price. All cabinets will be the same except for the two in the Medical Records areas. They will be the larger 64 gallon "garbage can style". It will not look as nice but will hold a lot more for the same price. A cabinet style will be placed at East Park Villa.

The Personnel Policy Manual is an important document for all employees. It is located on the Intranet, with hard copies being found in the East office and at the MCC Nurse's station. The manual is reviewed and revised annually to insure accuracy of our policies and procedures. All changes are presented to the Board of Directors. Listed below are the revisions.

Policy 3 – Report Mechanism for Corporate Compliance Concerns –

Update of Diane Keller's email address

Policy 8 - Employee Status

Added the following definition of Independent Contractor. *An individual who provides services for compensation for MCHI but is not an MCHI employee. Some examples include but are not limited to: agency staff, independent practitioners and locum tenens. Upon hire, independent contractors will be evaluated to determine if they meet the classification of an independent contractor as set forth by the Department of Labor. An individual designated by MCHI as an independent contractor is excluded from benefits.*

Policy 11 – Employee Health Guidelines

Deleted a reference to the Infection Control Committee

Policy 12 – Employee Rules

Clarified that each employee shall complete annual OSHA training

Policy 17 – Wage and Salary Administration

Added a statement referring to the PTO benefit if the maximum wage compensation is met.

Policy 21 – Guidelines for use of company vehicles and personal vehicles on company business

Added "texting" as a prohibited activity while driving

Policy 29 – Workshops/Conventions

Eliminated the section "Workshops requested by employee." Added a section regarding the use of Swank Healthcare e-learning. Mandatory training shall be completed during work hours and designating circumstances when elective training may be completed during work hours.

Policy 31 – Paid Time Off

Clarification of when old PTO must be used and when new PTO is received.

Addition of a new benefit. If an employee is not going to receive a wage increase due to reaching the maximum compensation per the salary schedule:

Part-time employees will receive 12 hours PTO which will be placed in their PTO bank.

Full-time employees will receive 24 hours which will be placed in their PTO bank.

Policy 41 – Family and Medical Leave Act, Active Duty Leave/Military Caregiver Leave

Added that the FMLA application is available on the Intranet.



10 DIGIT DIALING

You may have heard about the additional area code for this area, which requires all telephone calls to utilize all 10 digits. There is a grace period beginning June 26 when you *may* use 10 digits, but commencing February 26, 2011, 10 digit dialing becomes mandatory. So what do you need to do? Please check in your departments to insure phone numbers stored in all equipment includes the area code. All stored local telephone numbers must be reprogrammed to include the area code. This includes fax machines, speed dialing, and any equipment with automatic dialing features. By taking care of this now, we

don't have to worry when February 26th rolls around.