

Personnel Policies

The Just will say: *"Lord, when was it that we saw Thee sick and came to Thee?"*
And the King will answer them: *"Believe me, when you did it to one of the least of my brethren here, you did it to me."*

St. Matthew, - Chapter 25

ST. MARY'S HOSPITAL
WATERTOWN, WISCONSIN

1 9 5 8

Watertown, Wisconsin

Dear Employee of St. Mary's Hospital,—

For your sake,
for our sake, and especially
for the sake of our patients,—

It is the earnest desire of our Sisters that you will find happiness and satisfaction in your work. All of us, together with the whole Medical Staff of St. Mary's, are glad to have you as a co-worker in our continuous endeavor to give the best possible care to the sick.

The kind of job that each of us does spells
the kind of service that this hospital gives.

Your contentment will radiate sunshine and you will be a most valuable assistant in helping our patients to recover their good health.

Yours is a dedicated service, arduous, but rewarding. This booklet points out that it also provides you with benefits for your daily activity and progress, as well as security for the days to come.

May the Holy Spirit bless you!

In His love,

Sincerely yours,

Missionary Sisters, Servants of the Holy Ghost

General Comment:

To the patients and to the public, you will represent the Hospital. It will be judged by your actions and attitudes. All employees of St. Mary's Hospital are neat and clean in appearance and polite in their conduct. A gentle quiet bearing is an essential trait of those engaged in caring for the sick. Our aim shall be to manifest at all times the characteristic kindness and consideration due the suffering members of the Mystical Body of Christ.

All employees are expected to be conscientious in the use of time, careful in the handling of equipment, and, in general, of any article entrusted to their care. They shall be economical in the use, consumption and distribution of supplies. Breakage or damage must be reported to the head of the department. No Hospital property of any kind may be borrowed, loaned, taken or given away by an employee.

Recruitment:

The New Employee will be given:

Chest X-Ray

Laboratory work when indicated.

The examinations are given by the Hospital with no expense to the applicant. The employees are expected to cooperate by way of having future X-rays and tests if the Hospital deems it advisable.

Placement and hiring of personnel is based on:

Past work experience

Capacity to fill a need at St. Mary's Hospital

Personal background

Induction and Training:

Each employee undergoes:

A six (6) month probationary period

On-the-job training

Instructions in the organization and operation of St. Mary's Hospital

During the training and probationary period, maximum emphasis is placed on:

Efficiency

Courtesy

Loyalty

Salaries:

Each position has a basic minimum wage. Those who start at this minimum rate are given a progressive increase at periodic intervals during the first two years. Thereafter,

Wages are determined by:

- Job evaluation and classification
- Community standards
- Merit reports from supervisors
- Seniority

Schedule:

A forty (40) hour week on an eight (8) hour day basis is considered the regular schedule of work. Employees will be given two (2) days off duty each week, consecutively whenever possible. They will rotate on Saturdays and Sundays, whenever possible. In the assignment of work hours, the wishes of the employees will be respected, if they are in the best interests of the patient.

Work in excess of forty (40) hours per week will be permitted only upon the written application of the employee. Compensation for work in excess of forty (40) hours per week will be made on a straight time basis.

All work in excess of eight (8) hours per day, performed at the direction or upon the request of the head of the department, will be compensated by equal time off, or, by regular pay, at the discretion of the Administrator.

Time Cards:

Time cards will be in use for all employees and will be available from the head of each department. Employees record their own time on and off duty, and have the card signed by the Supervisor. These cards are used to compute the pay checks.

Time cards shall be in the payroll office on the evenings of the 15th and the last day of the month, or no later than 8:30 A.M. on the day following the above mentioned dates.

Pay Checks:

Employees will be paid semi-monthly.

Pay-roll periods are:

The 1st to the 15th of the month, and the 16th to the last day of the month, inclusive. The pay checks will be distributed by the Payroll Office. Pay checks will be prepared on the 17th and on the 2nd day of the month; or, if a Sunday, Holyday or Holiday intervenes, they will be prepared on the following day.

Social Security and Federal Tax:

All employees are covered by Social Security. Deductions for Social Security and Federal Tax will be made in accordance with the current regulations of the Collector of Internal Revenue. Therefore, it is essential that we have the following information:

Social Security number
Correct name and address
Number of dependents

Please notify the Payroll Office immediately upon any change of address or number of dependents.

Illness or Accident:

Employees are given an opportunity to make provision for hospital care in time of illness for themselves and their dependents by becoming members of the Blue Cross Plan through St. Mary's Hospital Group. Applications for Blue Cross coverage should be made within sixty (60) days of employment.

The Hospital carries compensation insurance which covers accidents and injuries sustained by employees while on duty. Injuries at work should be reported without delay to the Supervisor and to the Business Office.

Discounts on Hospitalization:

Discounts on hospital care will be given to employees only. If the employee hospitalized has hospital insurance, the discount applies to

the patient's share of the hospital bill. The percentage of discount is discretionary with the Hospital Administrator and seniority in continuous service will be considered in setting this discount. Discounts cease when employment ceases.

In emergencies, drugs and dressings may be purchased at a discount of 10%. However, it is recommended that drugs and medical supplies be purchased at the drug stores since our Hospital has no regular pharmacy.

Sick Leave:

Sick leave will be granted only in cases of actual illness and shall accrue to the individual employee at the rate of one (1) day per month of continuous employment, up to a maximum of twenty-one (21) days, excepting that no sick leave shall accrue to the benefit of the employee during the first six (6) months probationary period; upon the completion of the seventh (7th) month of continuous employment, seven (7) days' sick leave shall have been accrued to the benefit of the employee.

In cases of doubt a physician's certificate shall be required in instances of absence because of illness. The Hospital reserves the right to send a registered nurse or a physician to visit the employee absent on sick leave at any time.

Employees working less than twenty-four (24) hours per week on a permanent basis, shall not be eligible for sick leave. Payment of sick leave to part time employees working in excess of twenty-four (24) hours per week will be made, based on average daily earnings in a pay period.

Vacations:

One (1) week after twelve months continuous service

Two (2) weeks after two years continuous service

This vacation is given to full time employees and regular part time employees who work at least twenty-four hours per week. Vacation for part time employees will be based on average daily earnings in a pay period.

Three (3) weeks after ten years continuous service for full time employees only.

Preference as to time of vacations shall be granted employees whenever possible.

Vacations cannot be accumulated.

Request for vacation must be given one month in advance to the Supervisor.

Terminal vacation will be paid after twelve (12) months' employment if one month's notice of resignation is given.

Split vacations are discouraged because of replacement problems.

Holidays:

The following six paid holidays will be granted to employees who have been working more than sixty days consecutively. The holiday privilege is for full time employees and regular part time employees who work at least twenty-four hours per week, proportionate to number of hours worked:

New Year's Day

Labor Day

Memorial Day

Thanksgiving Day

Independence Day

Christmas Day

If a holiday falls during an employee's vacation, an extra day should be added to the vacation period.

Employee Benefits:

Rest Periods:

One rest period of fifteen (15) minutes duration will be allowed each working day. The employees are requested to rotate and are encouraged to use the dining room which will be available for their enjoyment. We request that this rest period be not taken until after two (2) hours of duty.

Meals:

Luncheons are served at very reasonable rates in the hospital employees' dining room, and are served from 11:00 A.M. to 12:00 Noon and from 5:00 P.M. to 6:00 P.M.

Uniforms:

White uniforms are worn by the Nurses, Nurses' Aides, Laboratory and X-Ray Technicians, and by employees in the dietetic department.

Termination of Employment:

Two (2) weeks' notice of intended resignation is required of an employee. The Hospital will likewise give employees two (2) weeks' notice of intended dismissal, or two (2) weeks' pay in lieu thereof.

Discharge without notice may take place during the first six months of employment, and may occur at any time for just cause. Grounds for discharge include the following:

- Failure to obey orders
- Conduct detrimental to the hospital
- Neglect of duty
- Discourtesy
- Incompetency
- Intoxication

If Hospital rules are violated and such violation results in discharge, accumulated sick leave and vacation will not be paid.

Promotion and Transfers:

Each employee is rated according to skill, training and ability to carry out duties. A work record of each employee is reviewed periodically. Merit increases are based upon the work records.

Employees may apply for any position they feel qualified to fill.

In an emergency, employee may be asked to fill positions other than his own. This will not be a permanent transfer to another department.

If shortage of work develops in one department, a sincere effort will be made to find work in another department of the Hospital for the affected employee.

Bulletin Boards:

A Bulletin Board will be found in each department, and is used as a medium of communication between the employee and the department head. It is assumed that notices placed on the bulletin board will come to your attention.

Telephones:

All personal calls will be made through public telephones. Hospital phones are for hospital use only. Incoming calls are discouraged unless of an emergency nature.

Confidential Matters:

No hospital affairs are to be discussed outside the hospital. Reasons for admission, diagnosis or treatment of a patient, etc., are absolutely confidential information and must be so respected.

Patients, their families and the medical staff, rely on the discretion of all hospital employees in conforming to this hospital rule. So important is this that violation of this rule may be punishable by dismissal without notice.

Grievances:

Should you have any problem, please consult your Supervisor. If necessary, feel free to discuss any problems with the Hospital Administrator.

Smoking:

Fire safety and patient comfort mean no smoking while on duty. When off duty, smoke only in authorized areas.

Suggestions:

The Hospital encourages the members of its personnel to offer suggestions with regard to improvement of patient care, co-operative relations between departments, and general working conditions for the employees.

Note of Appreciation:

For the hearty co-operation of our employees, especially of those who have been with us many years, the Sisters of St. Mary's wish to express their sincere appreciation.

Mary, with her loving Son,
Bless you, each and every one!

DAILY PRAYER

O Jesus Christ, Divine Physician,
Who opened the ears of the deaf,
Who made the blind to see and
the lame to walk, aid us this day
to serve Thy sick with loving care.
And, while we strive to restore their
health of body and peace of mind,
may we ever be mindful of the
needs of their souls. *Amen.*