

EMPLOYEE FACT SHEET

Welcome to West Carroll Health Systems! We are pleased that you have chosen to join our team. Please do not hesitate to ask your Department Head about any areas of concern. Listed below are a few basic rules. For more in-depth information, please refer to the Personnel Manual.

PARKING

Employees may park in any space that is not designated **Guest Parking**. There is ample employee parking. Available spaces include the concrete lot next to the baseball field, lot behind Central Billing, lot behind the old EMS building, and the lot on Gaddis Street across from the Central Billing parking lot.

CHECK STUBS

It is the employee's responsibility to keep check stubs for verification of wages. The Payroll Department does not verify wages for employees.

LUNCH AND BREAKS

The lunch or dinner break, depending on your shift, is 30 minutes. There are two 15-minute breaks allowed during each shift. The breaks **cannot** be combined, nor can they be combined with the lunch/dinner break. Any employee that works more than 5 ½ hours on a shift is required to take a lunch/dinner break.

SMOKING AREA

For health reasons, employees are strongly encouraged not to smoke. However, there is a covered designated employee smoking area located in the Maintenance Building/Central Supply parking lot. No employee shall be allowed to smoke in any other area, regardless of their shift. Employees may smoke only during their designated breaks and must let their supervisor know when they are taking a break.

CONFIDENTIALITY

All information regarding patients, physicians, family members, staff, etc. is strictly confidential. Any breach of this standard may result in immediate termination.

INSERVICE

Periodic inservices are held to offer continuing education to employees. These inservices are mandatory. If an employee misses an inservice, the employee will be given a written notice of the infraction. If an employee receives three notices, the employee may be terminated. Attendance to inservice education is considered when evaluating employees.

CHAIN OF COMMAND

Each employee works in a department. That department has a department head. If an employee has a problem, questions, complaint, suggestion, etc., they are to go to their department head. If after speaking to the department head without resolution or satisfaction, the employee may ask to speak to the COO.

MEDICAL RECORDS

If an employee leaves employment at West Carroll Health Systems for any reason, the employee has the right to obtain a copy of the employee health record from the Health Information Management department.

PLEASE GIVE THIS FACT SHEET TO THE EMPLOYEE TO KEEP