



Quality healthcare close to home

OUR MOST VALUABLE RESOURCE IS
YOU ... OUR STAFF

Athol Memorial Hospital appreciates all of our staff and commits to supporting you to grow and achieve maximum potential consistent with our goals, as described in the Vision Statement, Mission Statement and Strategic Plan. We strive to keep our facilities up-to-date and to compensate our staff with a generous benefit package. We value your opinions and suggestions and encourage you to stop by the Human Resources Department.

WE OFFER:

ORIENTATION: The primary goal of our orientation program is to provide information to new staff relating to services at Athol Memorial Hospital and the scope and responsibilities of their new position. Your initial probationary orientation period is 90 days from date of hire. The length of the Nursing orientation program is normally 2-3 weeks, and is tailored to meet the individual learning needs of new Nursing staff, including those relating to specific shift and role assignments.

COMPETENCY ASSESSMENTS (Performance Reviews):

Each staff member will receive a competency assessment after their 90-day probationary orientation period and once a year thereafter on their date of hire.

OCCUPATIONAL HEALTH DEPT: Pre-placement physical and PPD (TB test) are mandatory for all clinical staff. Mandatory screenings (PPD) are held annually for all clinical staff. In addition, the Hospital offers the Hepatitis B series and flu shots to staff on an annual basis.

ESTABLISHED SHIFTS:

6:50 a.m. - 3:20 p.m.	Day Shift (Shift 1)
3:00 p.m. - 11:30 p.m.	Evening Shift (Shift 2)
11:00 p.m. - 7:00 a.m.	Night Shift (Shift 3)

DIRECT DEPOSIT: All staff are required to have their weekly paychecks electronically deposited into their checking or savings accounts at their personal bank or local credit union. Direct deposit forms are available in Human Resources.

HEALTH INSURANCE: A group health insurance program is available for full and part-time (scheduled for at least 20 hrs/wk.) staff after a 30-day waiting period from date of hire. Your weekly premium is based on the number of hours that you work (see Human Resources for a pay schedule). **Enrollment in health insurance is not automatic. All new staff are urged to sign up for health insurance during their first week of employment.** This benefit is available as a Section 125 pre-tax deduction; the Section 125 Plan provides tax savings by reducing employee medical premiums from your gross salary **prior** to calculation of federal income and social security taxes, as allowed under Internal Revenue Code (IRC) Section 125. Medical premiums will automatically be taken as pre-tax, unless a Section 125 Waiver form is submitted to the Benefits Office. Newly eligible employees may elect to waive Section 125 at the time they choose a medical plan. Otherwise it can only be changed during the open enrollment, for a January 1 effective date. See Human Resources for details, forms and information. All staff must enroll in the Health Reimbursement Account (HRA) program in

order to be eligible for reimbursement on certain deductibles and co-pays for services rendered at the Hospital or elsewhere (if applicable). See Human Resources for details.

DENTAL INSURANCE: A dental insurance program is available for full and part-time (scheduled for at least 20 hrs/wk.) staff after a 30-day waiting period from date of hire. **Enrollment in dental insurance is not automatic. All new staff are urged, if so desired, to sign up for dental insurance during their first week of employment.** This benefit is available as a Section 125 pre-tax deduction; the Section 125 Plan provides tax savings by reducing employee medical premiums from your gross salary **prior** to calculation of federal income and social security taxes, as allowed under Internal Revenue Code (IRC) Section 125.

Dental premiums will automatically be taken as pre-tax, unless a Section 125 Waiver form is submitted to the Benefits Office. Newly eligible employees may elect to waive Section 125 at the time they choose a dental plan. Otherwise it can only be changed during the open enrollment, for a January 1 effective date. See Human Resources for details, forms and information.

FLEXIBLE SPENDING PLAN: Staff may participate in a voluntary plan administered by the Hospital, which allows staff to have pre-tax deductions to pay for the staff member's health care and/or dependent (daycare) expenses. The plan allows you to set aside money through pre-tax payroll deductions to help pay for eligible health care or dependent care expenses. The contributions you make are not subject to taxes and are deducted from your pay before federal, state and Social Security taxes are withheld. This reduces your taxable income and lowers your liability. **Health Care:** You may contribute up to \$3,500 per year for eligible health and dental care expenses. **Dependent Care:** You may contribute up to \$5,000 per year for eligible dependent care expenses including a baby sitter, a day care center or

nursery school. Children through age twelve qualify for this program. Enrollment forms are available in Human Resources.

HEALTH REIMBURSEMENT ACCOUNT (HRA) : For all benefits-eligible staff, to reimburse for certain medical plan deductible expenses, incurred at AMH or at other facilities if services are not available at AMH. Enrollment to be completed in Human Resources at date of hire. For more info.see HR.

EARNED TIME: Earned time is a bank of all your benefit time accrued from the date of employment (earned time can be used only after completion of the three-month orientation period, unless used for a holiday). Earned time consists of holiday, vacation, sick, and personal time. A portion of your earned time may also be 'cashed-out' on a quarterly basis. The following is a schedule of earned time for a full time, hourly employee:

<u>Length of Service</u>	<u>Accrued</u>
0-3 years	27 days
3-10 years	32 days
10-20 years	37 days
20 years +	42 days

Part-time staff accrue earned time on a pro-rated basis.

HOLIDAYS: The Hospital observes six holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving
Independence Day	Christmas Day

LIFE INSURANCE: The Hospital provides a life insurance policy at no cost for staff that work a scheduled 20 or more hours per week. There is a 30-day waiting period from start of employment. A supplemental staff-paid group life insurance program is also available for those working 24 or more hours per week; staff may purchase life insurance for themselves, spouses and/or children. See Human Resources for more information.

SHORT/LONG-TERM DISABILITY: The Hospital provides short-term disability insurance, at no cost, to eligible staff (40 hours/week) to protect them against loss of income as a result of disability unrelated to work. There is a 30-day waiting period from start of employment. In addition, staff may buy additional short and/or group long-term disability insurance for themselves. See Human Resources for more information.

401K PLAN: This voluntary retirement plan (through the MFS/John Hancock group) is available for staff, to join, that have completed one year of work (at a minimum of 1,000 hours) at the Hospital. Enrollment is on a quarterly basis. Staff may also transfer other retirement monies from other accounts into the Plan at that time. Deductions may be designated as pre-tax and contributions may be toward a variety of funds. **The Hospital does not provide a contribution/at this time.**
Staff are vested in the Plan after working at the Hospital for five years. Contact Human Resources for details

EDUCATION and CONTINUOUS LEARNING:

All Hospital contributions for tuition and continuing education assistance are on hold as of 10/1/10.

TUITION REIMBURSEMENT: Regular full- and part-time staff working a scheduled minimum of twenty hours per week are eligible to apply for tuition reimbursement after completion of the three-month orientation period. **Applications for reimbursement must be submitted for administrative approval prior to the commencement of the class.** Course work must be directly related to your job or part of a similarly related degree program. Reimbursements are made after course work has been completed and upon submission of grades and proof of payment. Reimbursements are made according to the grade that you receive and hours you are scheduled to work up to a maximum of \$600 per semester (for grades of A, B or C) for full-time staff (prorated for part-time).

The Hospital will also offer reimbursement to staff that attend required and non-required conferences and seminars that are related to their job position.

TUITION LOAN PROGRAM: The loan is available in amounts up to \$2,080.00 per school year. The Hospital is committed to providing support and resources to foster continuing education towards a degree in an approved clinical specialty such as Nursing or Radiology, etc. . Following receipt of the required certification in the approved Clinical Specialty, and following commencement of employment at the Hospital in the approved Clinical Specialty, an individual's tuition loan will be forgiven, one dollar (\$1.00) for each hour worked at the Hospital in a one-year period, for a maximum of \$2,080.00. Contact Human Resources for more information.

INSERVICE AND CONTINUING EDUCATION: Continuing education programs are arranged through our Staff Education Department and information is distributed to staff. Patient care unit in-service programs are designed to inform staff about new equipment and nursing practice trends. Also, reimbursement and is provided according to policy relating to professional role functions, such as mileage and cost of attending any seminars or courses.

SHIFT DIFFERENTIAL: Shift differential of \$1.00 per hour payable to hourly staff for 3:00 - 11:30 p.m. (shift 2) and \$2.00 per hour for 11:00 p.m. - 7:00 a.m. (shift 3).

WEEKEND DIFFERENTIAL: A weekend (11:00 p.m. Friday to 11:00 p.m. Sunday) differential of \$1.00 per hour payable to hourly staff is paid for all shifts.

HOLIDAY DIFFERENTIAL: Time and one-half is paid for all hours worked by hourly staff on any recognized holiday.

MEAL BREAKS: Staff scheduled for an 8-hour shift are entitled

to two (2) fifteen-minute breaks. Staff scheduled for a 4

6 hour shift are entitled to receive one fifteen-minute break. For staff who work a 6-hour shift or more, an unpaid meal break of 30 minutes must be taken.

CAFETERIA: Monday – Friday, the cafeteria (located on the ground floor) provides breakfast, lunch and dinner at a reduced cost to staff. Breakfast: 8:30 - 10:30 a.m.; Lunch: 12 noon – 1:15 p.m.; Dinner: 5:15 – 6:15 p.m.

SOCIAL SECURITY: The Hospital participates in, and contributes to, the Social Security and Medicare system by matching the payments made by our staff. The Hospital's contribution on behalf of staff is currently 7.65% of your gross earnings.

PARKING: Free parking is readily available in designated areas and is strictly enforced. All staff vehicles must have a parking sticker. Forms to obtain stickers are available in the Human Resources Dept.

MILEAGE REIMBURSEMENT: Staff are provided with a mileage reimbursement, for pre-approved business or work purposes. This rate is established by the Hospital's Administration and is subject to change.

BEREAVEMENT LEAVE: Up to three days leave with pay is provided on the occasion of a death in the staff member's immediate family (parents, children, spouse, brother or sister, mother or father-in-law, and stepparents, stepbrothers, stepsisters, stepchildren, grandparents and grandchildren.) Also included: children where the staff member is the legal guardian. Please check with Human Resources for further details.

JURY DUTY AND COURT APPEARANCE: Time off is granted for court-ordered jury duty and subpoenaed courtroom appearances. The Hospital recognizes that staff have an obligation to serve on jury duty. Because

jurors in Massachusetts are paid for some of their days of jury service, the Hospital will pay staff the difference between any fees received from the court and the staff member's normal base pay for the time period involved.

MILITARY DUTY: Any staff member in the Armed Forces reserves may be eligible for an unpaid leave of absence. Contact Human Resources for information.

GIFT SHOP: The Hospital has a well-stocked gift shop operated by the Athol Memorial Hospital Auxiliary. Hours: Monday – Friday, 10:00 a.m. – 4:00 p.m.

STAFF SERVICE AWARDS: Annual service awards are presented to staff that have worked five-year increments of continuous service to the Hospital.

CAREER OPPORTUNITIES: Opportunities for transfer, promotion or change in shift and scheduled weekly hours are posted in these central areas: in the Human Resources Department, at the 1st floor time clock, and outside the cafeteria door on the ground floor. Qualified staff are given first consideration for all in-house opportunities. The Hospital provides opportunities for internal mobility without regard for race, color, creed, sex, age, handicap, veteran's status or national origin.

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Athol Memorial Hospital does not exclude or discriminate on the basis of race, color, sex, religion, age, national origin, sexual orientation or disability, in the operation of programs, activities, or employment policies.